

**AGENDA**  
**FOR THE REGULAR MEETING OF THE MAXWELL CITY COUNCIL**  
**WEDNESDAY, OCTOBER 8, 2025 AT 6:15 PM**  
**COUNCIL CITY CHAMBERS, CITY HALL – 107 MAIN STREET**

The city of Maxwell invites residents to attend the city council meeting via conference call. If you would like to participate, you must call 844-855-4444 and enter this access code: 843508 no earlier than 5 minutes prior to the meeting.

1. Call to Order
2. Roll Call
3. Approval of the Agenda for September 10, 2025 meeting
  
4. CONSENT AGENDA FOR THIS MEETING  
Approval of the Minutes for September 10, 2025 Council Meeting.  
Approval of the Claims presented from September 11 to October 8, 2025.  
Approval of the Treasurers Report for September.
  
5. Open Forum: Citizens may speak to the council about topics not listed on the agenda. The council cannot act on these comments due to Iowa's Open Meetings Law but may add the topic to a future agenda. Each speaker will be limited to five minutes.
6. Discussion and possible action to add the North Street connection road project to the November council agenda for consideration and vote.
7. Discussion and possible action regarding current dog ordinances, including consideration of authorizing the clerk to issue a resident notification outlining any updates or enforcement measures to be included with the next water bill mailing.
8. Discussion and possible approval of bid for replacement of concession stand door at Legion Field.
9. Discussion and possible approval of bids for the Baldwin Outlet channel project.
10. Discussion and possible approval of MIPA's comprehensive plan proposal for Maxwell.
11. Discussion and possible action on dead/dangerous tree at 116 Metcalf.
12. Discussion and possible approval of appointing Bryce Hubert to fill an open seat on the Planning & Zoning Commission and possible approval of appointing Derek Carter to fill the open seat the Parks & Open Spaces Board.
13. Discussion and consideration of Planning & Zoning Commission's recommendation regarding the proposed urban renewal plan amendment.
14. Discussion and possible action on speed limit signs on S27 within city limits.
15. Discussion and possible action of parking restrictions on the north end and dead end of 7th Street.
16. Discussion and possible approval of request to Iowa Economic Development Authority to adjust the low-to-moderate income relief percentage.

17. Discussion and possible approval of term appointments for the Planning & Zoning Commission and Board of Adjustment.
18. Discussion and possible action on the Public Safety Committee recommendations regarding security cameras for city hall and the library.
19. Sheriff's Report
20. Department Head Reports: Fire, EMS, Library, Public Works, City Clerk, Engineer, and Parks & Open Spaces Board
21. Mayor and Council Reports/Comments
22. Adjourn

**Minutes of the Maxwell City Council  
Regular Session  
Wednesday September 10, 2025**

These minutes are as recorded by the city clerk and are subject to city council approval at the next regular council meeting.

Maxwell City Council held a meeting on the above date pursuant to the rules of the council, notice posted at city hall, city website, post office, Maxwell State Bank, and Facebook. Mayor Higgins called the meeting to order at 6:00 pm. Roll Call: Philpott, Miller, Westendorf and Jans. Gast absent. City staff present city clerk Wendy Crabtree and Snyder engineer Wes Farrand. Also, present Sandra Carroll, Roger Sinclair, Richard Wehrman, Jerry Weuve, Perry Balke, Dan Ahrens, Shaun Yoder, Gordy Smith and Deputy Logan Powers. Manny Toribio and Cindy Janes joined via phone.

Westendorf moved approval of agenda with a change to move 19, 20, 24 and 23 after 5. Jans seconded. All ayes. M/C. Westendorf moved approval and Jans seconded claims presented from 8/13 – 9/10 and the August Treasurers Report. RCV: Ayes: Gast, Philpott, Westendorf, Miller, Jans. Nays: None. M/C.

Open forum: Sandra Carrol, 500 Baldwin St, expressed concerns regarding drain placement and water flow at her property following the Baldwin project. Farrand noted that it may take up to a year for the driveway and yard to settle and stated he would review the matter with Spencer Wignall, Snyder engineer for the project. Roger Sinclair, 321 Baldwin St, requested an extension on the deadline from Code Enforcement Services to make repairs to his garage. The mayor advised him to contact CES. If CES observe continued progress they may consider granting an extension. Rich Wehrman, 709 Maxwell St, thanked the mayor for addressing a recurring issue involving a dog entering the public right-of-way. Wehrman voiced support for the proposed development but raised concerns about gutter and sidewalks in the development. Jerry Weuve, 625 6th St, stated during the August council meeting, the mayor gave the impression that all residents supported the proposed Safe Routes to School project near his home. He requested that water flow issues be resolved prior to sidewalk installation and noted he had not been informed of the proximity of the sidewalks to his residence. Gordy Smith 703 Rock Creek Dr expressed opposition for a through road on North or 7<sup>th</sup> St due to the size of the roads and the expense.

Farrand noted there's a provision in our ordinance that requires inspection and to certify the new development project is being built according to plan. The cost is reimbursable by the subdivider to the city for the work. Philpott motioned Snyder's observation services for the Rock Creek Ridge Estates. 2<sup>nd</sup> by Westendorf. RCV: Ayes: Gast, Philpott, Westendorf, Miller, Jans. Nays: None. M/C.

Discussion of water management at North St, 7<sup>th</sup> St and Rock Creek Ridge Estates. Miller and Jans met with dirt movers and concrete company for the project and think North St. needs to be a through street to the new development. Ahrens spoke about other developments he's done. Farrand has concerns with the connection because of the grade difference and if you change the street connection it will affect the sewer. Farrand stated this change would have impacts that are hard to overcome. This is a big design change, and the preliminary plat, final plat and construction drawings would have to be revised, updated, and go through Planning & Zoning again. The city would also require public hearings and have extra council meetings. JAMC representative Manny Toribio expressed this would extend the timeline and would have a cost for JAMC and the city as well as affect the tax credits they applied for. This would also add costs to the city from Snyder and impact a lot of different areas. Mayor Higgins reminded council they already approved the final plat, and the city does not have the funds for the change. North St. is not designed for through traffic or parking on the street and that street is lined with cars each day. The proposed change would impact each property on that street, and council needs to consider the costs. The cost estimate of 7<sup>th</sup> St. was \$310,000 to make the connection to the new development. It's going to be at least \$100,000 out of the city's budget not including costs from Snyder's time. Mayor Higgins advised water management is a concern with the proposed change. Farrand advised Brent Culp is working on water management changes of North and 7<sup>th</sup> St not related to the proposed road. 7<sup>th</sup> St and North St drain to the east and the new development will drain to the west. Jans asked Toribio to share the drawings or photos of prior projects JAMC has done with the clerk.

Deputy Powers had his day shift spend extra time in town during the first week of school. Jans noted a lot of farm equipment and semis speeding through town. Jans inquired when the time logged in Maxwell starts. Westendorf advised call time starts when the call is dispatched and ends when the officers are cleared from the call. Philpott inquired about a FedEx semi on Maxwell Street. Powers advised to reach out to FedEx or if it's a repetitive issue to call Story County dispatch.

Engineer's report on file. DOT pre-audit process occurring on Baldwin project. Snyder waiting for the last payout from the contractor, still disputing over working days. Indian Creek storm outlet project began getting quotes from contractors with quotes due October 3. Project starting October 10. Rock Creek Ridge project waiting for JAMC to send clerk all bonds and other required documentation. Water treatment plant is working on funding; construction start date June 2026.

Motion by Miller 2<sup>nd</sup> by Westendorf to open public hearing at 7:21pm on proposed vacation of water main easement located within out lot "Y" of Rock Creek Ridge Estates. No public comments. Westendorf motioned to close hearing at 7:26pm, Jans 2<sup>nd</sup>. Roll call -all ayes, M/C. Miller motioned to approve vacation of water main easement and Westendorf 2<sup>nd</sup>. RCV: Ayes: Gast, Philpott, Westendorf, Miller, Jans. Nays: None. M/C.

Miller motioned and Westendorf 2<sup>nd</sup> approval of Dorsey & Whitney's engagement letter for the upcoming urban renewal plan amendment and TIF agreement. Mayor Higgins noted prior counsel has an outstanding bill from the last development. RCV: Ayes: Gast, Philpott, Westendorf, Miller, Jans. Nays: None. M/C.

Jans moved and Miller 2<sup>nd</sup> to approve TMJ's bid of \$2,880.00 to replace the water plant door on South Street. Roll call -all nays, motion fails. Budget for access control to the water plant is \$8,000. Jans moved Westendorf 2<sup>nd</sup> to approve Meusburger Constructions bid of \$5,100. RCV: Ayes: Gast, Philpott, Westendorf, Miller, Jans. Nays: None. M/C.

Snyder's 6<sup>th</sup> St and Metcalf stormwater study discussed. Farrand advised it's two phases; first phase is evaluating issues in the field to provide recommendation for next steps. Phase 2 may not be needed. Westendorf moved and Miller 2<sup>nd</sup> approval for phase 1. RCV: Ayes: Gast, Philpott, Westendorf, Miller, Jans. Nays: None. M/C.

Miller moved and Westendorf 2<sup>nd</sup> approval of Resolution 2025-40 a resolution transferring FY25 funds. RCV: Ayes: Gast, Philpott, Westendorf, Miller, Jans. Nays: None. M/C.

Jans moved and Westendorf 2<sup>nd</sup> approval of Resolution 2025-41 a resolution transferring FY26 funds. RCV: Ayes: Gast, Philpott, Westendorf, Miller, Jans. Nays: None. M/C.

Jans moved Beggar's Night to be held Thursday, October 30 from 6-8 pm. Miller 2<sup>nd</sup>. RCV: Ayes: Gast, Philpott, Westendorf, Miller, Jans. Nays: None. M/C.

Discussion of three bids received for library's repair of water damage. Philpott moved approval of Alexander Masonry's bid of \$800 to fix crack. No 2<sup>nd</sup>. Motion fails. Jans moved approval of Seedorff Masonry Inc's \$15,570 bid. Westendorf 2<sup>nd</sup>. RCV: Ayes: Gast, Philpott, Westendorf, Miller, Jans. Nays: Philpott. M/C.

Discussion of dead and dangerous trees and the properties Code Enforcement Services has identified. All residents have contacted the clerk with their tree removal contractor's information and two are waiting for openings in their schedule. No action taken.

Westendorf moved approval of Resolution 2025-43, a resolution setting a date for public hearing on designation of the expanded Maxwell urban renewal area and on urban renewal plan amendment for October 14, with request to ask Dorsey & Whitney to move the date to October 15. Miller 2<sup>nd</sup>. RCV: Ayes: Gast, Philpott, Westendorf, Miller, Jans. Nays: None. M/C.

Jans moved and Philpott 2<sup>nd</sup> approval of Ordinance 344 an ordinance deleting property from the Tax Increment Financing district for the Maxwell urban renewal area of the city of Maxwell, Iowa, pursuant to section 403.19 of the code of Iowa. RCV: Ayes: Gast, Philpott, Westendorf, Miller, Jans. Nays: None. M/C.

Westendorf moved and Jans 2<sup>nd</sup> approval of Resolution 2025-44 a resolution deleting property from the Maxwell Urban Renewal Area. RCV: Ayes: Gast, Philpott, Westendorf, Miller, Jans. Nays: None. M/C.

The city has budgeted \$25,000 to fix sidewalks for FY26 and this has to be spent by July 1 2026, or the funds expire. The mayor identified the first six properties for sidewalk repairs as 46 Main St, 114 Main St, 204 Main St, 400 Baldwin St, 422 Baldwin St, and 620 Baldwin St. Jans moved approval and Philpott 2<sup>nd</sup> authorizing clerk to send letters to those property owners with a deadline of April 30 2026 to complete repairs and 30 day deadline to obtain permit if repairing themselves. RCV: Ayes: Gast, Philpott, Westendorf, Miller, Jans. Nays: None. M/C.

Philpott presented a proposed ordinance against using recreational vehicles as dwellings. Philpott doesn't think Maxwell should allow people to live in RVs or campers. Mayor Higgins asked who would enforce this ordinance and advised Philpott to bring the completed ordinance to a future meeting for a vote. No action taken.

Department reports were placed on file. No action taken. Council comments: Philpott received a call from a resident regarding erosion along the creek near the bridge adjacent to the yard waste site. Westendorf met with Verkada to test out security cameras for the city. He could not test access control in command center software with the current internet set up in city hall. City hall and the library both pay for internet but only the library has a modem. Clerk will call Windstream and find out cost to get modem in city hall and at the shop, water plant and lagoons for cameras. Westendorf noted there are less expensive cameras that can do just as much or more but the internet issue needs fixed first. Philpott questioned needing cameras and Westendorf and the mayor explained the American Legion had a window broken by vandals and the shed at the soccer fields has been broken into twice. Westendorf mentioned a citizen requested a burn ban except 2 weeks in October and 2 weeks in April. The Board of Supervisors sets the burn bans, not the city council. The city council can set a burn ban through an ordinance, but this could inundate the city dump site as a bigger fire would result from the ban. Miller inquired when LL Pelling was coming to repair streets during the school's homecoming week. Miller asked the next step in deciding what is going to happen for the proposed through street on North St. Mayor Higgins said a public hearing would be required notifying all the residents on North St, 7<sup>th</sup> St, and Rock Creek and council would need an action item on the agenda. The developer is requesting grants, and they're based on the current approved plat. There are road issues, sewer line levels issues, housing going to be built may or may not have basements due to the proposed change, sewer main issues and the city would have to borrow the money to cover the cost. The new development is a condensed population and needs sidewalks. Jans inquired about the South Street bridge construction progress. Mayor Higgins said it's slated to be done before the first snow. Jans stated the IT side of things need improvement for city hall. Jans thanked Gast for setting up the microphones, so the audio is better for the YouTube videos. Mayor Higgins talked to Mike Cox at Story County conservation about the water drain on the other side of Army Post Road. Cox is going to check to see if the city will need a permit to open that back up using the

city backhoe to trench and clear out debris for the waterflow. Miller asked if Snyder was going to hydroseed the trail and turnback. Mayor Higgins thanked Tony Ness for painting the crosswalks with high visibility paint on Highway 210. Westendorf asked how many city trees they took out near the new development. Philpott moved to adjourn, and Miller seconded. RCV: Ayes: Gast, Philpott, Westendorf, Miller, Jans. Nays: None. M/C. Adjourned 9:23pm. The next city council meeting will be on October 8 at 6:15 pm in city hall.

Claims Presented 9/11/25 - 10/8/25

ACCESS	MONTHLY PRINTER RENT	212.34
AFLAC	TONY STD	56.16
ALLIANT ENERGY	MONTHLY UTILITY BILL	10,757.32
EFTPS	FED/FICA TAXES	3,834.02
TREASURER-STATE OF IOWA	STATE TAXES	1,479.75
IPERS	IPERS	2,786.77
CONSUMERS ENERGY	RCH ELECTRIC	41
IOWA RURAL WATER ASSOC	ROCK CREEK HEIGHTS 9/11 READ	334.61
WINDSTREAM	LIBRARY	578.49
POST OFFICE	WATER	208.32
NEW CENTURY FS	PARKS FUEL	847.99
SNYDER	GENERAL, COUNCIL, P&Z	5,156.25
IOWA DEP OF REVENUE	Q3 STATE WITHHOLDING TAXES	2,575.12
IOWA DNR	ANNUAL WATER PERMIT FEE 6383	115
IMFOA	IMFOA OCTOBER CONFERENCE DSM	75
SAFE BUILDING COMPLIANCE	BLDG INSPC101 TROTTER 1100 RC	150
LL PELLING CO	ST REPAIR, COLD PATCH, ROAD ST	50,101.49
IRS	MARCH 2024 FAILURE TO FILE FEE	467.35
IOWA FIRE CHIEFS ASSOC	ANNUAL DUES	25
BADGER METER	ORION CELLULAR LTE	408.37
U.S. BANK	LIBRARY MATERIALS	853.36
CENTRAL IOWA SHORTLINE	WATER	47.42
CHEM-SULT, INC	SODIUM HYPOCHLORITE, PHOSPHATE	903.95
INDEPENDANT PUBLIC ADVISR	Q4 RETAINER	2,000.00
BIG TIME CONSTRUCTION LLC	STUMP GRINDING 3 TREES BALLDIA	400
BIBLIONIX	APOLLO ANNUAL SUBSCRIPTION	910
PRATT SANITATION INC	AUGUST GARBAGE	5,744.65
MICROBAC LABORATORIES	KEYSTONE INC	481
AMAZON CAPITAL SERVICES	LIBRARY	658.6
CARRIE HEAPS	MILEAGE STORY COUNTY AUDITOR	17.5
AT&T MOBILITY	FIRSTNET CELL PHONES	273.81
BRICK GENTRY P.C.	LEGAL SERVICES	2,480.00
CITY OF MAXWELL	PARKS	738.01
JESSE HILL CONSTRUCTION	LAST PAYMENT DERELICT SHED	16,815.00
WENDY CRABTREE	MILEAGE LOC CONF, STRY CTY AUD	138.6
IOWA CODE ENFORCEMENT SRV	CODE ENFORCEMENT SERVICES	1,910.30
	CLAIMS TOTAL	114,582.55



GENERAL FUND	45,416.15
ROAD USE TAX FUND	51,111.41
EMPLOYEE BENEFITS FUND	467.35
BALDWIN ST PROJECT FUND	1,586.25
REMOVAL OF TREES FUND	400
WATER FUND	6,527.29
SEWER FUND	9,074.10

Revenue
001 General 3,281.20
600 Water 3,751.64
610 Sewer 5,825.31
Total 12,858.15

**TREASURER'S REPORT**  
**CALENDAR 9/2025, FISCAL 3/2026**

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001 GENERAL	1,642.53-	208,150.18	112,338.17	437.88-	92,142.88
003 CAPITAL REPLACEMENT	.00	.00	.00	.00	.00
004 EMS DEPT TRUST	21,674.56	.00	.00	.00	21,674.56
005 FIRE DEPT TRUST	36,550.39	.00	.00	.00	36,550.39
008 LIBRARY TRUST	41,096.56	.00	5,000.00	.00	36,096.56
016 WASHINGTON TNSHP TRUST	226,464.41	50,000.00	22,209.00	.00	254,255.41
019 EMERGENCY TRUST	58,281.32	8,000.00	.00	.00	66,281.32
110 ROAD USE TAX	126,960.31	.00	2,488.56	42.02-	124,268.00
111 I-JOBS	.00	.00	.00	.00	.00
112 EMPLOYEE BENEFITS	11,442.88-	1,705.23	21,837.80	.00	29,825.00-
119 EMERGENCY FUND	78.87	.00	.00	.00	78.87
120 UTILITY FRANCHISE	25,846.21	.00	.00	.00	25,846.21
121 LOCAL OPTION SALES TAX	223,605.40	.00	205,140.00	.00	18,465.40
125 TAX INCREMENT FINANCING	119,675.15	.00	.00	.00	119,675.15
126 OWEN TIF DISTRICT	3,186.07-	.00	.00	.00	3,186.07-
129 ARP FUNDS	.00	.00	.00	.00	.00
150 ARPA	.00	.00	.00	.00	.00
170 FEMA	.00	.00	.00	.00	.00
171 MAY 2013 FLOOD/HAIL	.00	.00	.00	.00	.00
172 2014 FEMA BUYOUT	.00	.00	.00	.00	.00
200 DEBT SERVICE	20,697.85	7,028.22	.00	.00	27,726.07
301 BALDWIN ST PROJECT	67,953.82-	.00	3,013.45	.00	70,967.27-
302 CAPITAL FUND PRJCT-STOR	.00	.00	.00	.00	.00
303 FEMA WIND DISASTER 2020	.00	.00	.00	.00	.00
304 WOODLAWN ST PROJECT	.00	.00	.00	.00	.00
305 REMOVAL OF TREES	15,640.00-	25,000.00	.00	.00	9,360.00
306 SEWER TAP REPAIR	.00	50,000.00	.00	.00	50,000.00
307 SIDEWALK REPLACEMENT	.00	.00	.00	.00	.00
600 WATER	75,222.69	16,972.13	8,678.08	265.88-	83,250.86
601 WATER DISCHARGE	.00	.00	.00	.00	.00
609 WATER SINKING	.00	.00	.00	.00	.00
610 SEWER	25,483.41	32,589.98	29,396.67	265.85-	28,410.87
611 2015 SEWER REHAB	35,924.29	.00	.00	.00	35,924.29
612 WTP FACILITY	.00	.00	.00	.00	.00
625 SEWER LOANS	105,212.94	15,490.00	.00	.00	120,702.94
Report Total	1,042,909.06	414,935.74	410,101.73	1,011.63-	1,046,731.44

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6. Discussion and possible action to add the North Street connection road project to the November council agenda for consideration and vote.

#### 5/5/25 Planning & Zoning Commission Meeting Minutes

5. Balke motioned, and Schrock seconded to open presentation for discussion and possible action of Rock Creek preliminary plat and storm water management plan. Culp discussed preliminary plat and plans for 11.5 acres located at Rock Creek Drive. Philpott was concerned about the traffic and safe route to school. Balke expressed concern about EMS route. Piklapp said the application needs to be submitted in early June to receive tax credits. Miller has a petition for a road with a sidewalk and wants it through 7<sup>th</sup> Street. Sloss advised the Phase 1 cost opinion is \$680,000 for infrastructure. Balke motioned to close public hearing and Meade seconded. Balke motioned for 7<sup>th</sup> Street or North Street for a through road heading East to the new development to send the recommendation to city council. Meade seconded. 2 ayes, 1 nay.

#### 5/14/25 Regular Council Meeting Minutes

Brent Culp from Snyder & Associates presented a \$312,000 cost estimate for the 7th Street punchout per the Planning & Zoning Commission's recommendation. The project would affect driveways, require easements, and necessitate street reconstruction with a vertical curve and storm sewer. Developers opposed the punchout due to cost concerns, preferring to proceed with the initial design. Community members raised concerns about sidewalks, traffic flow, and emergency access. The mayor emphasized the importance of pedestrian planning, while others questioned past decisions regarding sidewalks. Planning & Zoning Commissioner Shelly Balke highlighted safety risks at Rock Creek Drive and Highway 210, claiming the 7th Street connection would improve emergency response. Discussions on dead-end streets and future development plans followed, with stakeholders citing city code changes and long-term infrastructure considerations. Developers warned that delaying the project could impact financial incentives. Gast motioned and Westendorf seconded to approve the original Rock Creek Preliminary Plat. Roll Call Vote: Ayes: Westendorf, Gast. Nays: Jans, Miller, Philpott. Motion fails. Jans asked council to reconsider the original motion of rejecting Planning & Zoning's recommendation for extending 7<sup>th</sup> Street and to approve the original Rock Creek preliminary plat. Roll Call Vote: Ayes: Westendorf, Gast, and Jans Nays: Miller, Philpott. Motion carries. Gast motioned and Jans seconded approving the original preliminary Rock Creek Ridge plat with no 7<sup>th</sup> Street punchout. Ayes: Gast, Westendorf, Miller, and Jans. Nays: Philpott. Motion carries. Piklapp requested a special council meeting for the resolution of a letter of support for the housing tax credit application. Special meeting is scheduled for 5/28/25 at 6:00pm.

7/8/25 Planning & Zoning Commission Meeting

5a. Motion by Balke to open the public presentation. Seconded by Schrock. Motion carried with 3 ayes. Culp presented the final plat for Rock Creek Ridge Plat 1, noting it as a staged development projected over 3–5 years. The plat includes 12 lots. A water main easement will be vacated due to the establishment of a public roadway. Lot nine reflects both the existing and proposed easement. Motion by Schrock to recommend council approval of the final plat and designation of the loop road as “Rock Creek Court.” Seconded by Meade. Ayes: Schrock, Meade; Nay: Balke. Motion carried.

7/9/25 Regular Council Meeting

Planning & Zoning recommended council approve the final plan for Rock Creek Ridge Plat 1 and to name the loop road Rock Creek Court. Farrand met with Culp to address questions and would need a resubmittal of construction drawings. Gast moved to approve the final plat and engineering specifications amended by Farrand and Jans seconded. Roll call vote: Ayes—Gast, Philpott, Miller, Jans. Nays: None. Absent: Westendorf. Motion carried.



June 11, 2025

Mr. Dale Higgins  
Mayor  
City of Maxwell  
107 Main Street  
Maxwell, IA 50161-4489

RE: FINAL PLAT AND CONSTRUCTION PLANS - ROCK CREEK RIDGE PLAT 1  
PART OF OUTLOT 'Y' ROCK CREEK RIDGE ESTATES PLAT 1  
PART OF THE SE ¼ OF SEC. 22, T82N, R22W  
S&A Project No. 124.0724.01

Honorable Mayor:

On behalf of the Developer, JAMC Real Estate Solutions, LLC, we respectfully submit ten (10) full-size (22" x 34") copies of the Final Plat drawing, three (3) half-size (11" x 17") copies of the Final Plat drawing, three (3) copies of the signed Easement Vacation Plat and six (6) full-size (22" x 34") copies of the Construction Plans for the above referenced project located in the City of Maxwell.

Plat 1 of the development includes ten (10) single family detached residential lots and four (4) bi-attached residential lots within the R-2: Single Family Residential zoning district. The proposed improvements will include the extension of the public sanitary sewer and public water main along the roadways to provide service to each of the lots.

If you have any questions or require additional information, please contact this office at your convenience. Thank you.

Sincerely,

SNYDER & ASSOCIATES, INC.

Brent K. Culp

Enclosure

cc: Clint Sloss, JAMC Real Estate Solutions, LLC (w/enclosures emailed)  
File (electronic)

**INDEX LEGEND**

**SURVEYOR'S NAME / RETURN TO:**

ERIN D. GRIFFIN  
 SNYDER & ASSOCIATES, INC.  
 2727 S.W. SNYDER BLVD  
 ANKENY, IOWA 50023  
 515-964-2020  
 EGRIFFIN@SNYDER-ASSOCIATES.COM

**SERVICE PROVIDED BY:**

SNYDER & ASSOCIATES, INC.

**SURVEY LOCATED:**

PT. OUTLOT "Y"  
 ROCK CREEK RIDGE ESTATES PLAT 1

**REQUESTED BY:**

THIRD MILLENNIUM DEVELOPMENT, LLC

**EASEMENT VACATION PLAT**

**WATER MAIN EASEMENT VACATION DESCRIPTION**

A PART OF OUTLOT "Y", ROCK CREEK RIDGE ESTATES PLAT 1, AN OFFICIAL PLAT, NOW INCLUDED IN AND FORMING A PART OF THE CITY OF MAXWELL, STORY COUNTY, IOWA AND DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF LOT 8, OF SAID ROCK CREEK RIDGE ESTATES PLAT 1; THENCE WEST ALONG A CURVE CONCAVE SOUTH WHOSE RADIUS IS 470.00 FEET, WHOSE ARC LENGTH IS 236.27 FEET, AND WHOSE CHORD BEARS NORTH 75°40'47" WEST, 233.79 FEET; THENCE SOUTH 89°54'07" WEST, 560.27 FEET; THENCE SOUTH 70°37'24" WEST, 99.88 FEET TO THE WEST LINE OF SAID OUTLOT "Y"; THENCE NORTH 00°07'11" WEST ALONG SAID WEST LINE, 15.89 FEET; THENCE NORTH 70°37'24" EAST, 97.18 FEET; THENCE NORTH 89°54'07" EAST, 562.81 FEET; THENCE EAST ALONG A CURVE CONCAVE SOUTH WHOSE RADIUS IS 470.00 FEET, WHOSE ARC LENGTH IS 303.92 FEET, AND WHOSE CHORD BEARS SOUTH 72°09'56" EAST, 298.66 FEET; THENCE SOUTH 54°26'37" EAST, 127.39 FEET TO THE EAST LINE OF SAID OUTLOT "Y"; THENCE SOUTHWESTERLY ALONG SAID EAST LINE AND ALONG A CURVE CONCAVE SOUTHEAST WHOSE RADIUS IS 530.00 FEET, WHOSE ARC LENGTH IS 15.01 FEET, AND WHOSE CHORD BEARS SOUTH 33°15'45" WEST, 15.01 FEET; THENCE NORTH 54°26'37" WEST, 23.03 FEET TO THE NORTHEAST CORNER OF SAID LOT 8; THENCE NORTH 54°26'37" WEST ALONG THE NORTHEASTERLY LINE OF SAID LOT 8, A DISTANCE OF 104.96 FEET TO A NORTHERLY CORNER OF SAID LOT 8; THENCE CONTINUING ALONG SAID NORTHERLY LINE NORTHWEST ALONG A CURVE CONCAVE SOUTHWEST WHOSE RADIUS IS 470.00 FEET, WHOSE ARC LENGTH IS 57.98 FEET, AND WHOSE CHORD BEARS NORTH 57°49'30" WEST, 57.93 FEET TO THE POINT OF BEGINNING AND CONTAINING 0.38 ACRES (16,470 S.F.).

PROPERTY SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

**DATE OF SURVEY**

JUNE 10, 2025

**OWNER**

THIRD MILLENNIUM DEVELOPMENT LLC  
 666 GRAND AVE STE 2000  
 DES MOINES, IOWA 50309

**BASIS OF BEARING**

THE NORTHEASTERLY LINE OF LOT 8, ROCK CREEK RIDGE ESTATES PLAT 1, BEARS NORTH 54°26'37" WEST FOR THE PURPOSE OF THIS SURVEY.

**LEGEND**

**FEATURES**

Section Corner  
 1/2" Rebar, Yellow Plastic Cap # 11804  
 (Unless Otherwise Noted)

ROW Marker

ROW Rail

Control Point

Bench Mark

Platted Distance

Measured Bearing & Distance

Recorded As

Deed Distance

Calculated Distance

Yellow Plastic Cap

Centerline

Section Line

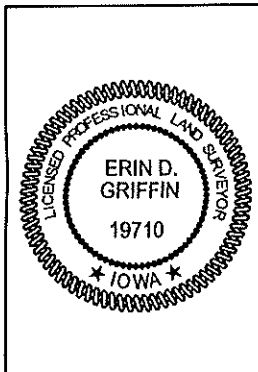
1/4 Section Line

1/4 1/4 Section Line

Easement Line

**FOUND SET**

▲      △  
 ●      ○  
 ■      □  
 GCP  
 P  
 M  
 R  
 D  
 C  
 YPC



I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Iowa.

*Erin D. Griffin*      06/11/2025  
 Erin D. Griffin, PLS      Date

License Number      19710

My License Renewal Date is December 31, 2025

Pages or sheets covered by this seal:  
 Sheets 1 and 2 of 2.

**PT. OUTLOT "Y", ROCK CREEK RIDGE ESTATES PLAT 1**

SHEET 1 OF 2

**EASEMENT VACATION PLAT**

PN: 124.0724.01

T-R-S:82N-22W-22



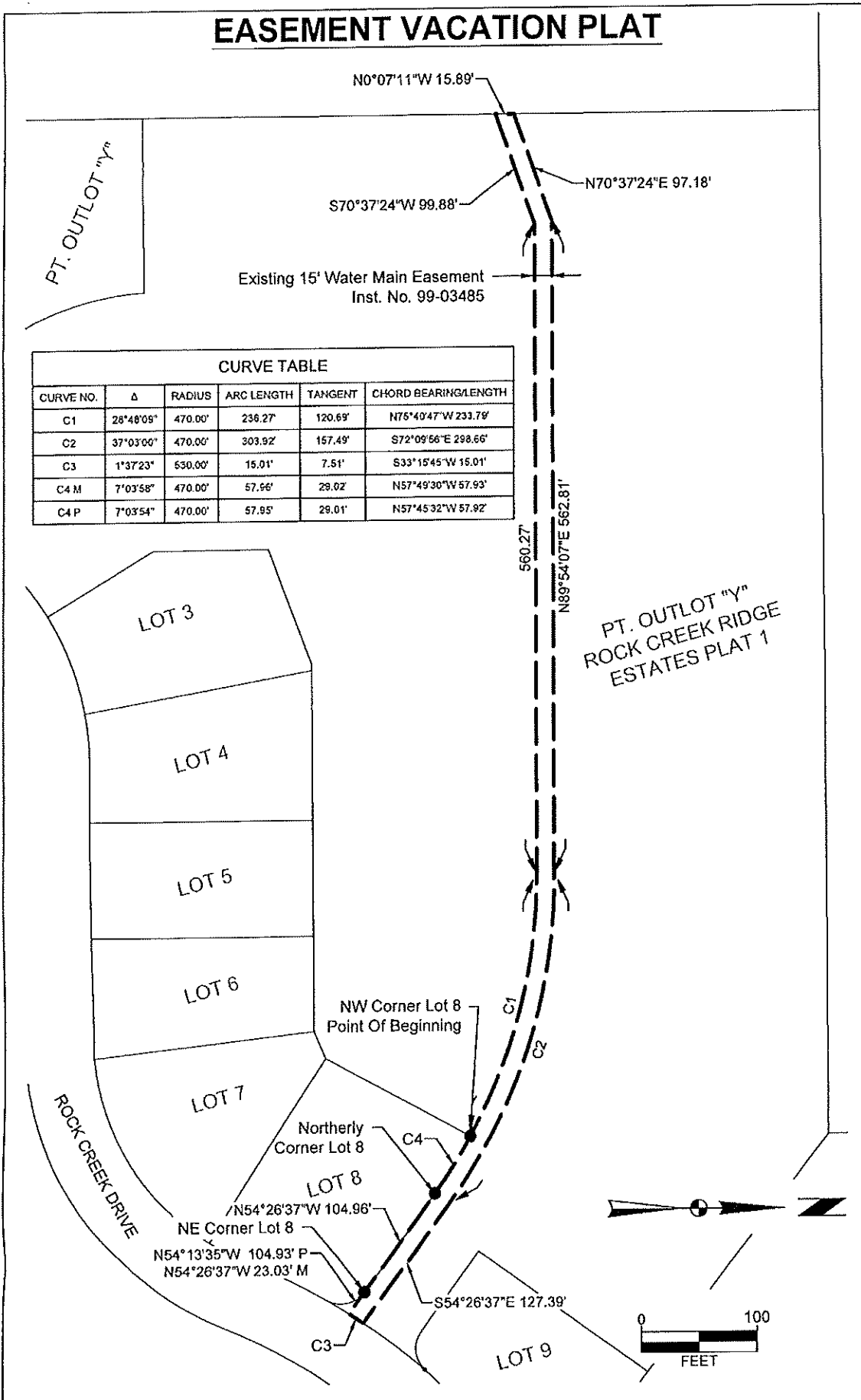
2727 S.W. SNYDER BLVD  
 ANKENY, IOWA 50023  
 515-964-2020

DATE: 06/10/2025

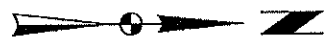
PM/TECH: EDG/DCG

14

# EASEMENT VACATION PLAT



CURVE TABLE					
CURVE NO.	Δ	RADIUS	ARC LENGTH	TANGENT	CHORD BEARING/LENGTH
C1	28°48'09"	470.00'	236.27'	120.69'	N75°40'47"W 233.79'
C2	37°03'00"	470.00'	303.92'	157.49'	S72°09'56"E 298.66'
C3	1°37'23"	530.00'	15.01'	7.51'	S33°15'45"W 15.01'
C4 M	7°03'58"	470.00'	57.96'	29.02'	N57°49'30"W 57.93'
C4 P	7°03'54"	470.00'	57.95'	29.01'	N57°45'32"W 57.92'



PT. OUTLOT "Y", ROCK CREEK RIDGE ESTATES PLAT 1		SHEET 2 OF 2
EASEMENT VACATION PLAT		PN: 124.0724.01
<b>SNYDER</b> & ASSOCIATES	2727 S.W. SNYDER BLVD ANKENY, IOWA 50023 515-964-2020	T-R-S: 82N-22W-22
		DATE: 06/10/2025
		PM/TECH: EDG/DCG

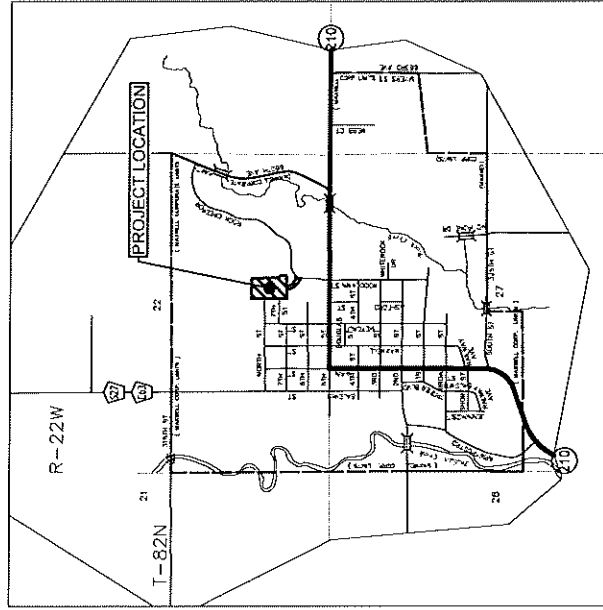
V:\Project\2024\124.0724.01\CADD\EASE-VAC\_1240724\_V1\TR 0-g

15





# CONSTRUCTION PLANS FOR ROCK CREEK RIDGE PLAT 1 CITY OF MAXWELL, STORY COUNTY, IOWA



VICINITY MAP

**OWNER**  
THIRD WILLOWBUSH DEVELOPMENT LLC  
886 GRAND AVENUE, STE 2000  
DES MOINES, IOWA 50319  
CONTACT: DAN ANDERSON  
PHONE: (515) 281-1862

**DEVELOPER**  
JACOBS CONSULTING SOLUTIONS, LLC  
2400 DOUGLASS PARKWAY  
DES MOINES, IOWA 50319  
CONTACT: DAN ANDERSON  
PHONE: (515) 281-1862

**SURVEYOR / ENGINEER**  
SNYDER & ASSOCIATES, INC.  
2727 S.W. SNYDER BLVD  
ANNEX B, IOWA 50520  
CHAD DEWOLFE, P.E.  
(515) 964-5020

**INDEX OF SHEETS**

- C100 TITLE SHEET
- C101 PROJECT INFORMATION
- C102 CONSTRUCTION PLAN
- C103 CHANGING AND/OR REMOVING CON/REC. PLAN
- C104 IMPROVED COVERAGE PLAN
- C105 MAIN STORM SEWER AND WATER MAIN PLAN AND PROFILE
- C106 MAIN STORM SEWER AND WATER MAIN PLAN AND PROFILE
- C107 MAIN STORM SEWER AND WATER MAIN PLAN AND PROFILE
- C108 MAIN STORM SEWER AND WATER MAIN PLAN AND PROFILE
- C109 MAIN STORM SEWER AND WATER MAIN PLAN AND PROFILE
- C110 MAIN STORM SEWER AND WATER MAIN PLAN AND PROFILE
- C111 MAIN STORM SEWER AND WATER MAIN PLAN AND PROFILE
- C112 MAIN STORM SEWER AND WATER MAIN PLAN AND PROFILE
- C113 MAIN STORM SEWER AND WATER MAIN PLAN AND PROFILE
- C114 MAIN STORM SEWER AND WATER MAIN PLAN AND PROFILE
- C115 MAIN STORM SEWER AND WATER MAIN PLAN AND PROFILE
- C116 MAIN STORM SEWER AND WATER MAIN PLAN AND PROFILE
- C117 MAIN STORM SEWER AND WATER MAIN PLAN AND PROFILE
- C118 MAIN STORM SEWER AND WATER MAIN PLAN AND PROFILE
- C119 MAIN STORM SEWER AND WATER MAIN PLAN AND PROFILE
- C120 MAIN STORM SEWER AND WATER MAIN PLAN AND PROFILE

Sheet C100	Project No. 12A.0726.01	2727 S.W. SNYDER BLVD ANNEX B, IOWA 50520 SNYDER & ASSOCIATES, INC.	<b>TITLE SHEET</b>	<b>ROCK CREEK RIDGE PLAT 1</b>	<b>MAXWELL, IOWA</b>
12A.0726.01	12A.0726.01	12A.0726.01	12A.0726.01	12A.0726.01	12A.0726.01

**SNYDER & ASSOCIATES**

Project No. 12A.0726.01  
Sheet C100

I hereby certify that the information furnished herein is true and correct to the best of my knowledge and belief, and that I am a duly Licensed Professional Engineer in the State of Iowa.

Chad Dewolfe, P.E.  
Professional Engineer No. 11, 2005  
Iowa State Board of Engineers  
C100 - C120

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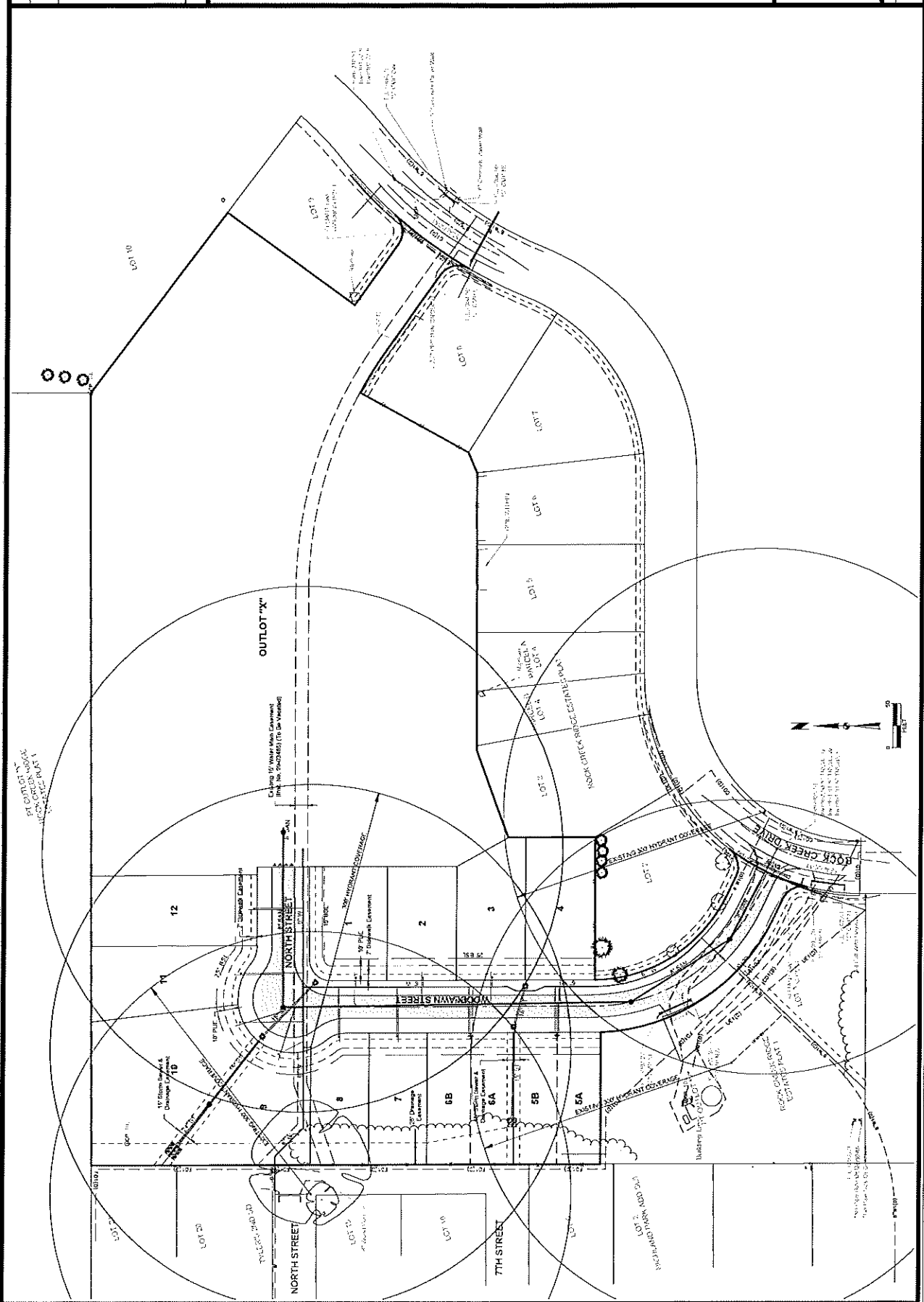
Project No. 124.0724.01	Sheet C400
Designer: JMS	Date: 8-11-2019
Checked By: BMD	Scale: 1" = 50'
Drawn By: JMS	Date: 8-11-2019
1	REVISED PER CITY COMMENTS
2	DATE
3	BY
4	DATE
5	BY
6	DATE
7	BY
8	DATE
9	BY
10	DATE
11	BY
12	DATE
13	BY
14	DATE
15	BY
16	DATE
17	BY
18	DATE
19	BY
20	DATE

221 S.W. SNYDER BLVD  
 MAXWELL, IOWA  
 SNYDER & ASSOCIATES, INC.  
 515-644-0000 | WWW.SNYDER-ASSOCIATES.COM

**SNYDER ASSOCIATES**

HYDRANT COVERAGE PLAN  
 ROCK CREEK RIDGE PLAT 1

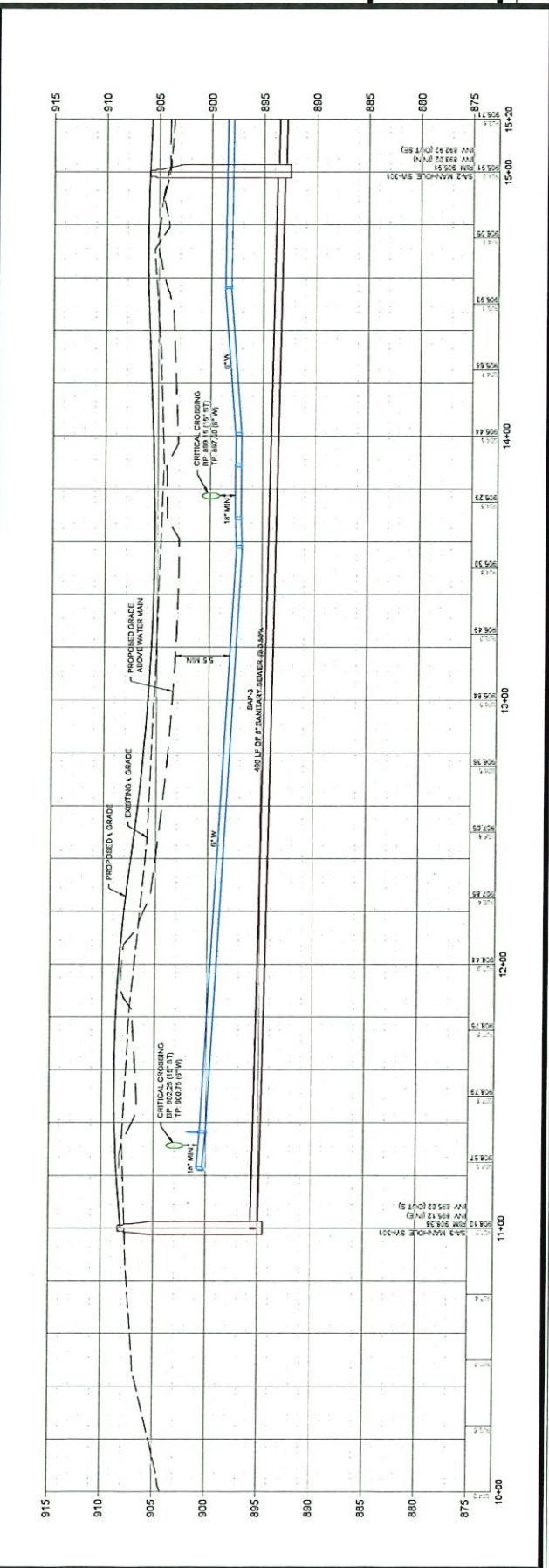
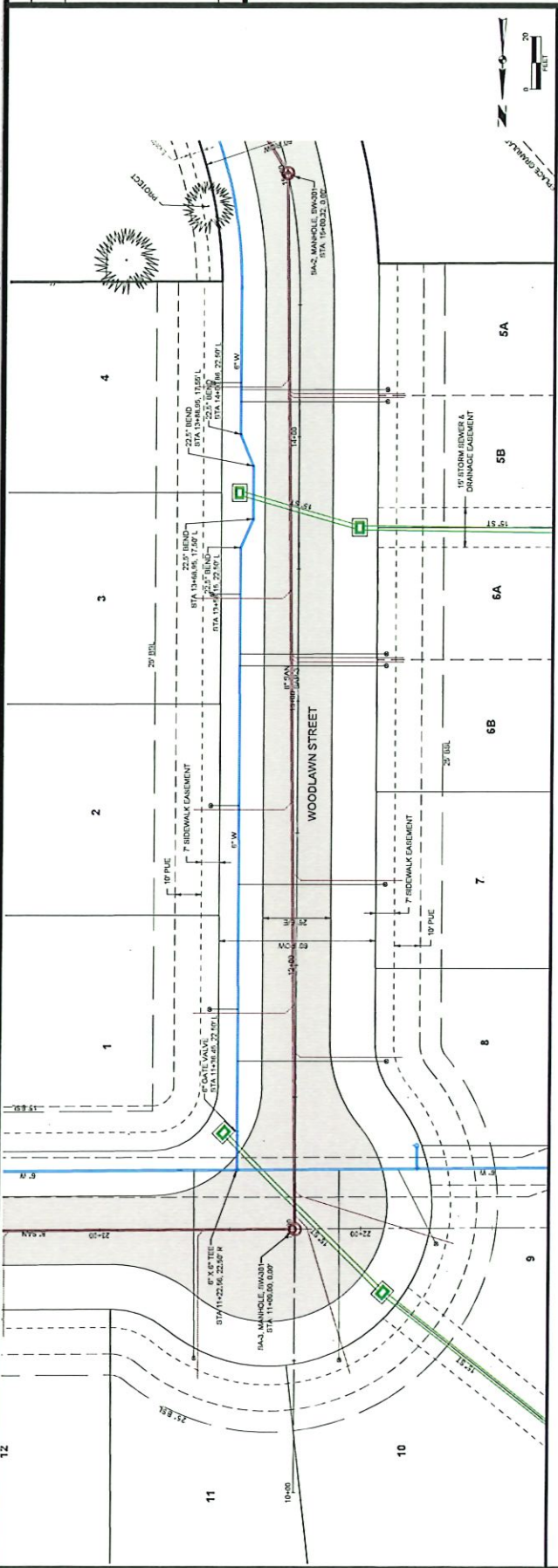
Project No. 124.0724.01  
 Sheet C400



NO. 1	REVISIONS	DATE	BY

Project No. 124.0724.01  
 SHEET C500  
 SNYDER & ASSOCIATES, INC.  
 2727 S.W. SNYDER BLVD  
 AVENUE, P.O. BOX 50023  
 MAXWELL, IOWA 51554-0023 | WWW.SNYDER-ASSOCIATES.COM

**SNYDER & ASSOCIATES**  
 Project No. 124.0724.01  
 Sheet C500

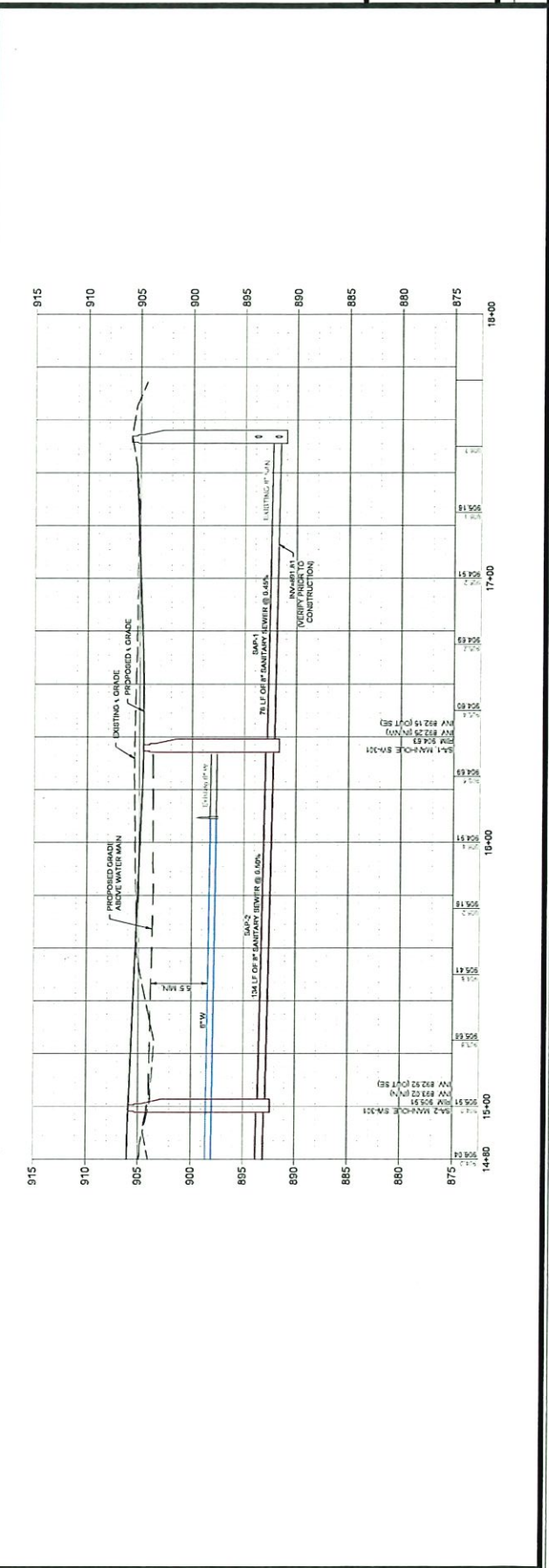
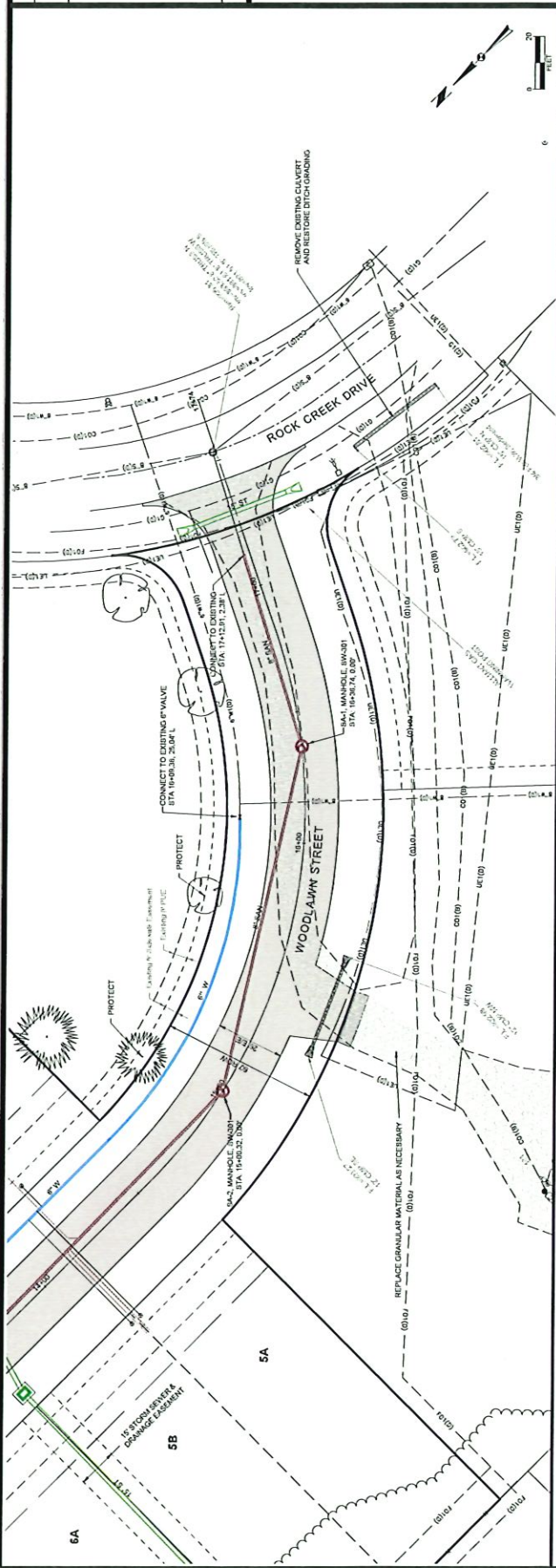


22

NO.	DATE	REVISION
1	7-25-23	REVISED PER CITY COMMENTS
DRAWN BY: [Name]		
CHECKED BY: [Name]		
SCALE: 1" = 20'		
PROJECT NO: 124.0724.01		
SHEET: C501		

**SNYDER & ASSOCIATES, INC.**  
 SANITARY SEWER AND WATER MAIN PLAN AND PROFILE  
 MAXWELL, IOWA  
 2727 S.W. SNYDER BLVD  
 ARDEN, IOWA 50223  
 515-944-0202 | WWW.SNYDER-ASSOCIATES.COM

**SNYDER & ASSOCIATES**  
 Project No: 124.0724.01  
 Sheet: C501



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**SNYDER & ASSOCIATES**

Project No. 1240724.01

Sheet C600

**SNYDER & ASSOCIATES, INC.**

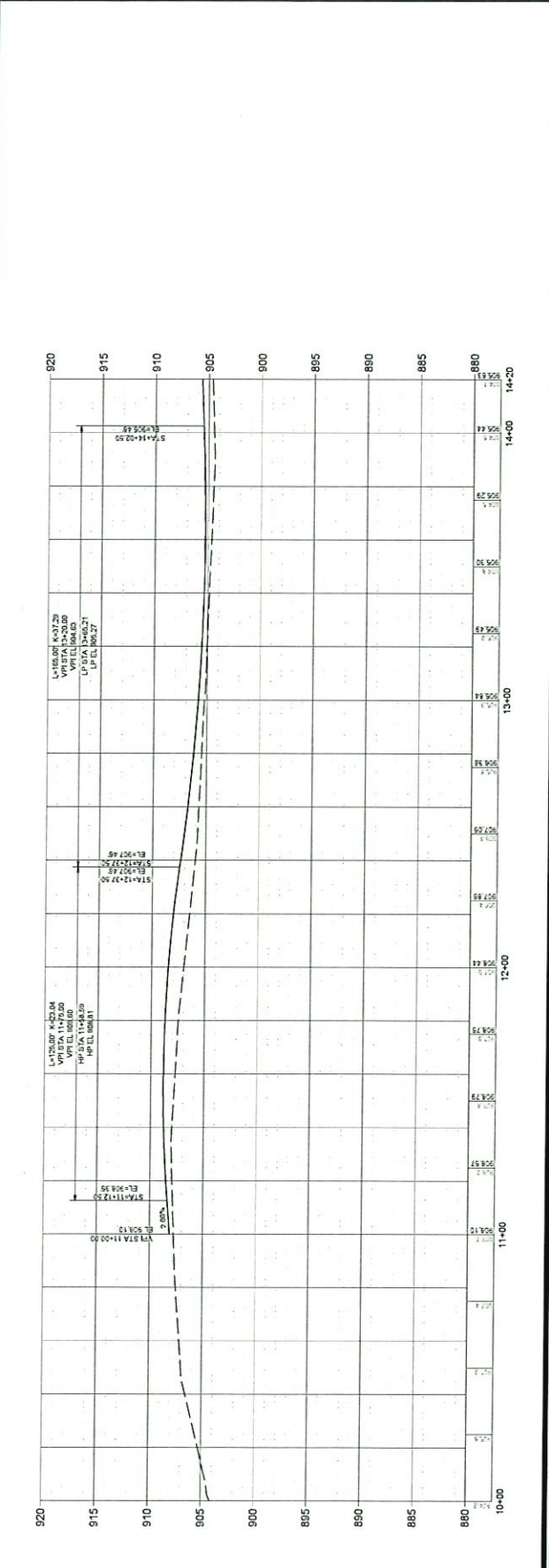
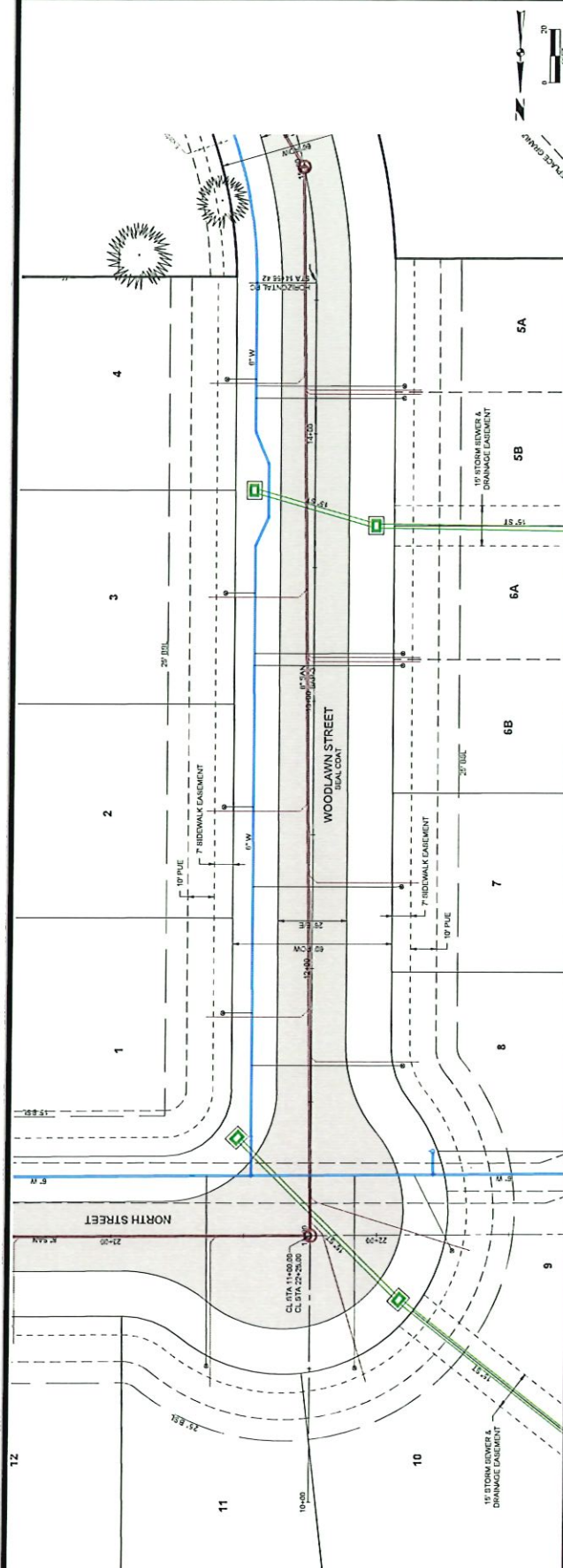
2727 S.W. SNYDER BLVD  
ANNETT, IOWA 50203  
515-964-0202 | www.snyder-associates.com

**PAVEMENT AND STORM SEWER PLAN AND PROFILE**

**ROCK CREEK RIDGE PLAT 1**

**MAXWELL, IOWA**

1	REVISION	DATE	BY
1	REVISED PER CITY COMMENTS	11-20-25	MAIS
Scale: 1" = 20'		Drawn: 11-11-25	Checked By: BKC
Title: 1240724.01		Project No.: 1240724.01	Sheet: C600



25



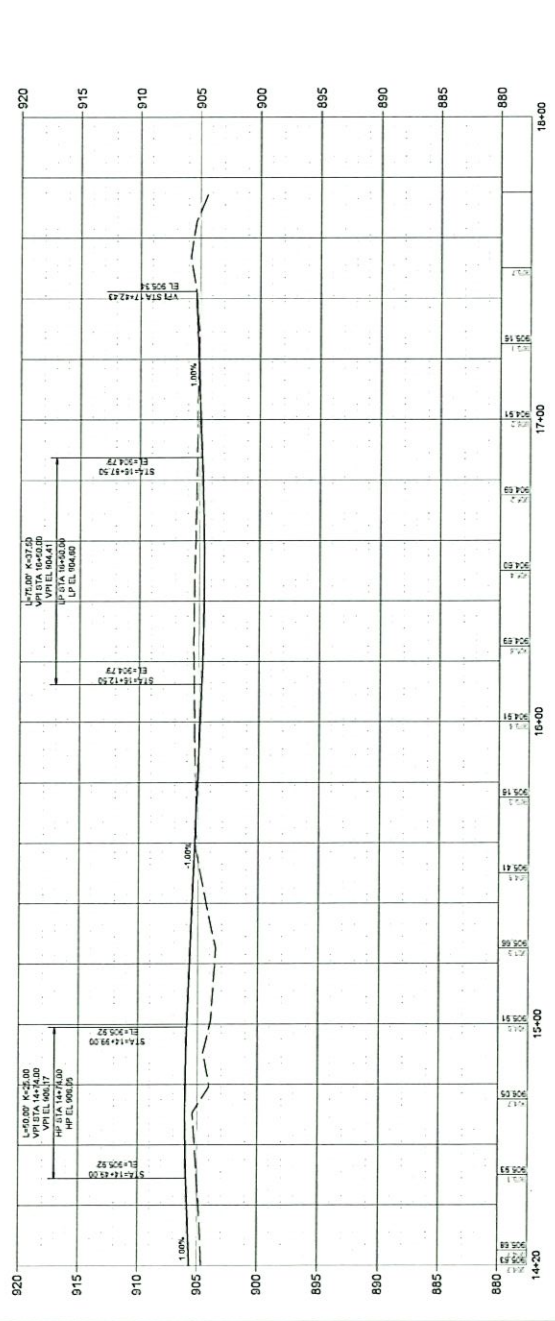
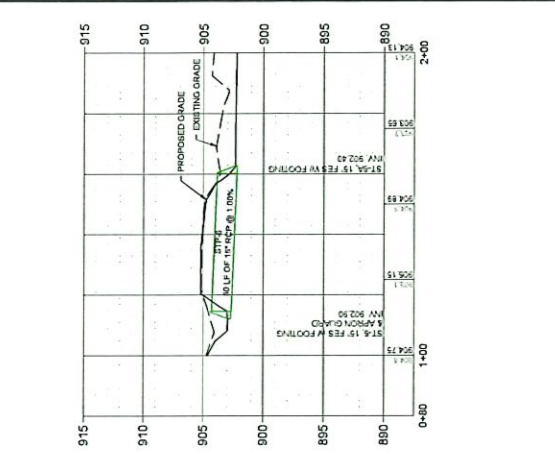
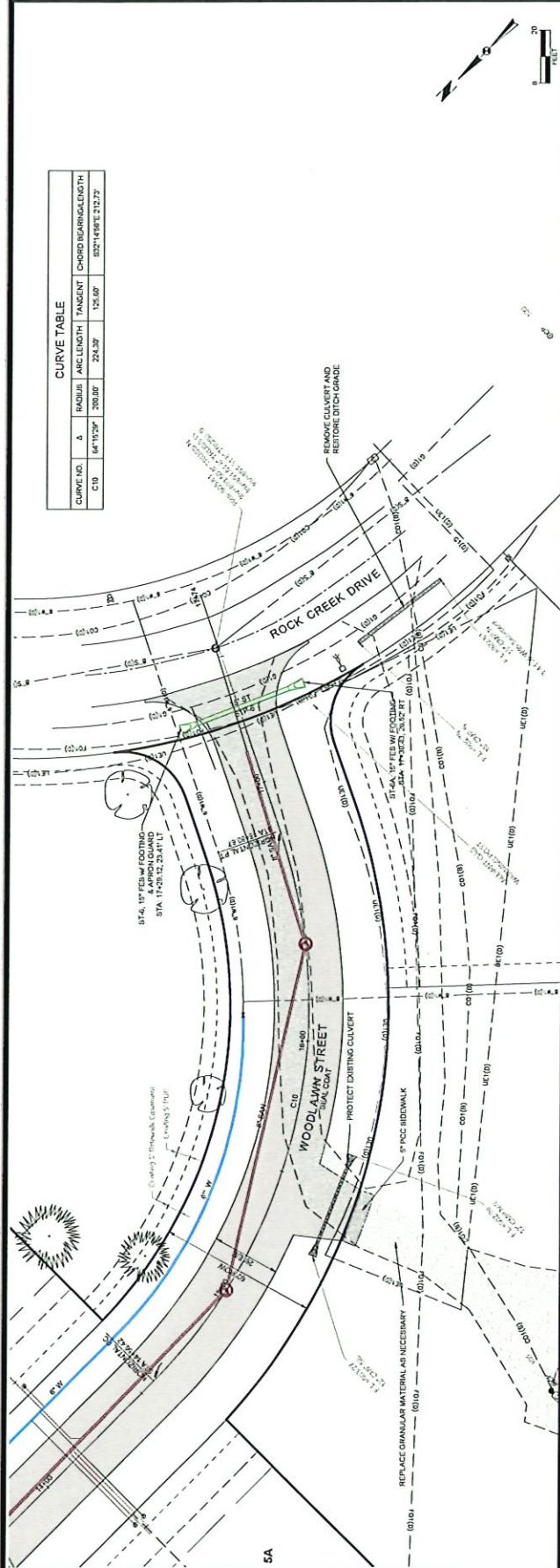
**PAVEMENT AND STORM SEWER PLAN AND PROFILE**  
**ROCK CREEK RIDGE PLAT 1**

MAXWELL, IOWA  
 2727 S.W. SNYDER BLVD  
 AVENUE, DES MOINES, IA 50325  
 515-964-2000 | WWW.SNYDER-ASSOCIATES.COM

Project No. 1240724.01	Engineer A/S	Scale 1" = 20'
Checked By B/C	Drawn 5-11-2025	Scale 1" = 20'
Revision	7-25-25	DATE
REVISIONS PER CITY COMMENTS	BY	DATE
1		

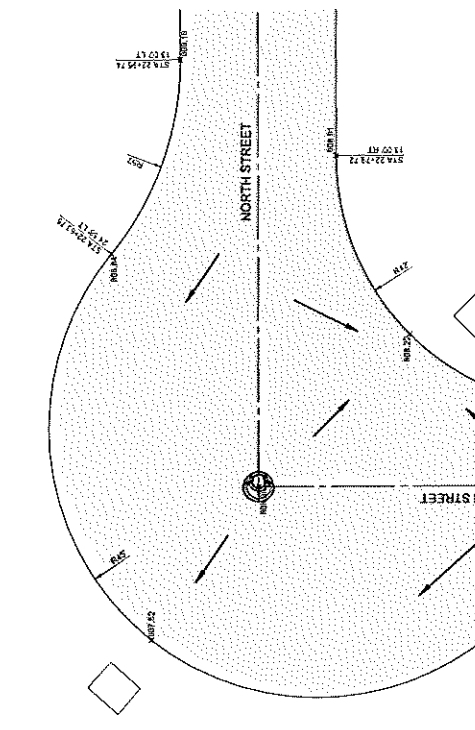
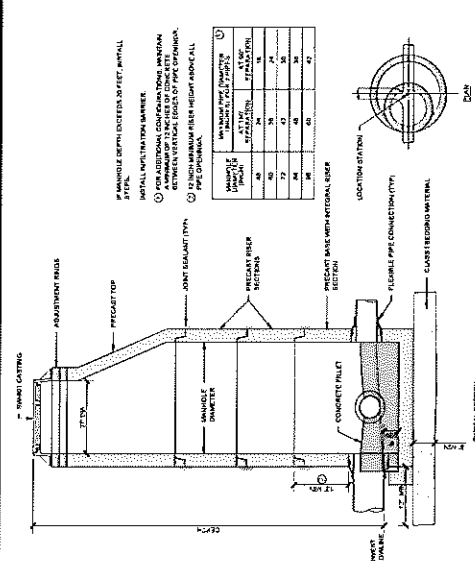
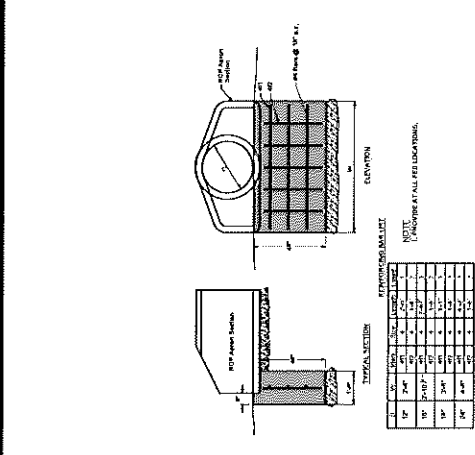
**CURVE TABLE**

CURVE NO.	Δ	RADIUS	ARC LENGTH	TANGENT	CHORD BEARING/LENGTH
C10	164°15'20"	200.00'	224.35'	125.00'	332°14'59"E / 212.72'









7.

Maxwell's Codification Project – Chapters 40 through 57 of the municipal code, including provisions related to dog ordinances, are already scheduled to be reviewed at the December 10 Council meeting.

**ORDINANCE NO. 342**

**AN AMENDMENT TO THE CODE OF ORDINANCES OF THE CITY OF MAXWELL, IOWA,  
REQUIRING DOGS BE LEASHED AND CONTROLLED WHEN OFF PREMISES**

BE IT ENACTED by the City Council of the City of Maxwell, Iowa:

**SECTION 1. SECTION MODIFIED.** Section 55.01 paragraph 4 of the Code of Ordinances of the City of Maxwell, Iowa, is repealed and the following adopted in lieu thereof:

4. "At large" means either (1) not secured on a lead with a fixed location keeping the animal on the private property, (2) not in an enclosed, physically fenced or electronically fenced area, (3) not on a leash under the control of a competent person, (4) not restrained within a vehicle, or (5) not housed in a veterinary hospital or kennel.

**SECTION 2. SEVERABILITY CLAUSE.** If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

**SECTION 3. WHEN EFFECTIVE.** This ordinance shall be in following its passage, approval, and publication as provided by law.

First Reading: Date 9/3/2024 Gast Y Philpott Y Jans Y Westendorf Y Miller Y

Second Reading: Date 10/2/2024 Gast y Philpott y Jans y Westendorf y Miller y

Third Reading: Date Waived Gast \_\_\_ Philpott \_\_\_ Jans \_\_\_ Westendorf \_\_\_ Miller \_\_\_

Passed by the Council this 2nd day of October 2024, and approved by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

ATTEST

\_\_\_\_\_  
Debra Hayes, City Clerk

\_\_\_\_\_  
Dale Higgins, Mayor

I certify that the foregoing was published as Ordinance No. 342xx on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Debra Hayes, City Clerk

**Ordinance Intent:**

**Section 1**

The current language of 55.01(4) reads as follows:

4. "At large" means off the premises of the owner and not under the control of a competent person, restrained within a motor vehicle, or housed in a veterinary hospital or kennel.

This will be deleted and replaced with the proposed language which requires animals be kept on private property by securing the animal on a lead with a fixed location keeping the animal on the private property or keeping the animal within an enclosed, physically or electronically fenced area keeping the animal on the private property. When not on private property, the animal will be "at large" unless the animal is on a leash under the control of a competent person, restrained in a vehicle or housed in a kennel or vet hospital.

Section 55.07(4) states No person caring for or owning an animal shall allow the animal to run at large within the corporate limits of the City.

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## CHAPTER 55

# ANIMAL PROTECTION AND CONTROL

55.01 Definitions	55.11 Owner's Duty
55.02 Animal Neglect	55.12 Confinement
55.03 Livestock Neglect	55.13 At Large: Impoundment
55.04 Abandonment of Cats and Dogs	55.14 Disposition of Animals
55.05 Poultry, Livestock and Bees	55.15 Impounding Costs
55.06 Number of Pets Allowed	55.16 Unlawful Removal
55.07 Acts Prohibited	55.17 Pet Awards Prohibited
55.08 Damage or Interference	55.18 Tampering With A Rabies Vaccination Tag
55.09 Annoyance or Disturbance	55.19 Tampering With An Electronic Handling Device
55.10 Rabies Vaccination	

**55.01 DEFINITIONS.** The following terms are defined for use in this chapter.

1. "Advertise" means to present a commercial message in any medium, including (but not limited to) print, radio, television, sign, display, label, tag, or articulation.

*(Code of Iowa, Sec. 717E.1)*

2. "Animal" means a nonhuman vertebrate.

*(Code of Iowa, Sec. 717B.1)*

3. "Animal shelter" means a facility which is used to house or contain dogs or cats, or both, and which is owned, operated, or maintained by an incorporated humane society, animal welfare society, society for the prevention of cruelty to animals, or other nonprofit organization devoted to the welfare, protection, and humane treatment of such animals.

*(Code of Iowa, Sec. 162.2)*

4. "At large" means off the premises of the owner and not under the control of a competent person, restrained within a motor vehicle, or housed in a veterinary hospital or kennel.

5. "Business" means any enterprise relating to any of the following:

*(Code of Iowa, Sec. 717E.1)*

- A. The sale or offer for sale of goods or services.
- B. A recruitment for employment or membership in an organization.
- C. A solicitation to make an investment.
- D. An amusement or entertainment activity.

6. "Commercial establishment" means an animal shelter, boarding kennel, commercial breeder, commercial kennel, dealer, pet shop, pound, public auction, or research facility.

*(Code of Iowa, Sec. 717.B1)*

7. "Fair" means any of the following:

*(Code of Iowa, Sec. 717E.1)*



- A. The annual fair and exposition held by the Iowa State Fair Board pursuant to Chapter 173 of the *Code of Iowa* or any fair event conducted by a fair under the provisions of Chapter 174 of the *Code of Iowa*.
- B. An exhibition of agricultural or manufactured products.
- C. An event for operation of amusement rides or devices or concession booths.
8. "Game" means a "game of chance" or "game of skill" as defined in Section 99B.1 of the *Code of Iowa*.  
(*Code of Iowa, Sec. 717E.1*)
9. "Injury" means an animal's disfigurement; the impairment of an animal's health; or an impairment to the functioning of an animal's limb or organ, or the loss of an animal's limb or organ.  
(*Code of Iowa, Sec. 717.B1*)
10. "Livestock" means an animal belonging to the bovine, camelid, caprine, equine, ovine or porcine species. Other common livestock species including ostriches, rheas and emus; farm deer as defined in Section 170.1 of the *Code of Iowa*; or fowl, including but not limited to swans, guinea fowl, peacocks, and turkeys are not permitted in the City.  
(*Code of Iowa, Sec. 717.1*)
11. "Owner" means any person owning, keeping, sheltering, or harboring an animal.
12. "Pet" means a living dog, cat, or household pet.
13. "Pet, household" means a living animal normally maintained in a small tank or cage in or near a residence, including but not limited to a rabbit, gerbil, hamster, mouse, parrot, canary, mynah, finch, tropical fish, goldfish, snake, turtle, gecko, or iguana.
14. "Poultry" means domestic fowl including chickens, ducks and geese.
15. "Pound" means a facility for the prevention of cruelty to animals operated by the State, a municipal corporation, or other political subdivision of the State for the purpose of impounding or harboring seized stray, homeless, abandoned, or unwanted dogs, cats, or other animals; or a facility operated for such a purpose under a contract with any municipal corporation or incorporated society.  
(*Code of Iowa, Sec. 162.2*)
16. "Premises" the residence together with its contagious land and outbuildings, occupied by a person. Parcels not contagious to the residence of the occupant are not considered part of the premises.
17. "Research facility" means any school or college of medicine, veterinary medicine, pharmacy, dentistry, or osteopathic medicine, or hospital, diagnostic or research laboratories, or other educational or scientific establishment situated in the State concerned with the investigation of, or instruction concerning the structure or function of living organisms, the cause, prevention, control, or cure of diseases or abnormal conditions of human beings or animals.  
(*Code of Iowa, Sec. 162.2*)
18. "Veterinarian" means a veterinarian licensed pursuant to Chapter 169 of the *Code of Iowa* who practices veterinary medicine in the State.

(Code of Iowa, Sec. 717.B1)

(Section 55.01 – Ord. 321 – Dec. 21 Supp.)

### 55.02 ANIMAL NEGLECT.

1. It is unlawful for a person who owns or has custody of an animal and confines that animal to fail to provide the animal with any of the following conditions for the animal's welfare:

(Code of Iowa, Sec. 717B.3)

A. Access to food in an amount and quality reasonably sufficient to satisfy the animal's basic nutrition level to the extent that the animal's health or life is endangered.

B. Access to a supply of potable water in an amount reasonably sufficient to satisfy the animal's basic hydration level to the extent that the animal's health or life is endangered. Access to snow or ice does not satisfy this requirement.

C. Sanitary conditions free from excessive animal waste or the overcrowding of animals to the extent that the animal's health or life is endangered.

D. Ventilated shelter reasonably sufficient to provide adequate protection from the elements and weather conditions suitable for the age, species, and physical condition of the animal so as to maintain the animal in a state of good health to the extent that the animal's health or life is endangered. The shelter must protect the animal from wind, rain, snow, or sun and have adequate bedding to provide reasonable protection against cold and dampness. A shelter may include a residence, garage, barn, shed, or doghouse.

E. Grooming, to the extent it is reasonably necessary to prevent adverse health effects or suffering.

F. Veterinary care deemed necessary by a reasonably prudent person to relieve an animal's distress from any of the following:

(1) A condition caused by failing to provide for the animal's welfare as described in this section.

(2) An injury or illness suffered by the animal causing the animal to suffer prolonged pain and suffering.

2. This section does not apply to any of the following:

A. A person operating a commercial establishment under a valid authorization issued or renewed under Section 162.2A of the *Code of Iowa*, or a person acting under the direction or supervision of that person, if all of the following apply:

(1) The animal, as described in Subsection 1, was maintained as part of the commercial establishment's operation.

(2) In providing conditions for the welfare of the animal, as described in Subsection 1, the person complied with the standard of care requirements provided in Section 162.10A[1] of the *Code of Iowa*, including any applicable rules adopted by the Department of Agriculture and Land Stewardship applying to: (i) a State licensee or

registrant operating pursuant to Section 162.10A[2a] or [2b] of the *Code of Iowa*; or (ii) a permittee operating pursuant to Section 162.10A[2c] of the *Code of Iowa*.

B. A research facility if the research facility has been issued or renewed a valid authorization by the Department of Agriculture and Land Stewardship pursuant to Chapter 162 of the *Code of Iowa*, and performs functions within the scope of accepted practices and disciplines associated with the research facility.

*(Section 55.02 – Ord. 321 – Dec. 21 Supp.)*

**55.03 LIVESTOCK NEGLECT.** It is unlawful for a person who impounds or confines livestock in any place to fail to provide the livestock with care consistent with customary animal husbandry practices or to deprive the livestock of necessary sustenance or to injure or destroy livestock by any means that causes pain or suffering in a manner inconsistent with customary animal husbandry practices.

*(Code of Iowa, Sec. 717.2)*

**55.04 ABANDONMENT OF CATS AND DOGS.** It is unlawful for a person who owns or has custody of a cat or dog to relinquish all rights in and duties to care for the cat or dog. This section does not apply to any of the following:

*(Code of Iowa, Sec. 717B.8)*

1. The delivery of a cat or dog to another person who will accept ownership and custody of the cat or dog.
2. The delivery of a cat or dog to an animal shelter or that has been issued or renewed a valid authorization by the Department of Agriculture and Land Stewardship under Chapter 162 of the *Code of Iowa*.
3. A person who relinquishes custody of a cat at a location in which the person does not hold a legal or equitable interest, if previously the person had taken custody of the cat at the same location and provided for the cat's sterilization by a veterinarian.

*(Section 55.04 – Ord. 321 – Dec. 21 Supp.)*

**55.05 POULTRY, LIVESTOCK AND BEES.** It is unlawful for a person to keep poultry, livestock or bees within the City without first obtaining a permit from the Council. The fee to apply for such permit shall be set by resolution to cover the average costs of the proceedings. Notice of the hearing before the Council to grant a permit to keep poultry, livestock or bees shall be mailed not less than 15 days prior to the Council's hearing to all property owners within one hundred (100) feet of the boundary of the applicant's premises. If more than ten percent (10%) of all owners of property within the notification area where the poultry, livestock or bees are to be kept oppose the keeping of poultry, livestock or bees on the applicant's premises, the permit shall be granted only upon the unanimous vote of all Council members. Permits are nontransferable and are granted to the resident as long as they reside at the premises. Failure to comply with all terms and conditions under which the permit was granted shall result in voiding the permit and requiring reapplication for a new permit.

1. Livestock. The Council shall not grant a permit to keep livestock unless:
  - A. The premises is adequately and properly fenced and penned to contain the livestock.
  - B. The premises is adequately sized for the number and type of livestock proposed as demonstrated by following Natural Resources Conservation Services publication entitled "Balancing your Animals with Your Forage" and

New Hampshire Extension service publication "Housing and Space Guidelines for Livestock".

C. The livestock shall be penned or fenced no closer than 100' to residences other than the residence on the premises.

D. A waste disposal plan is provided to the Council showing how animal waste and refuse will be handled.

2. Poultry. The Council shall not grant a permit to keep poultry on a premises unless:

A. The premises is adequately and properly fenced and penned to contain the poultry.

B. No more than six poultry are permitted on a premises of less than one acre. For each additional acre on the premises, two additional poultry are permitted, however, no more than twelve poultry shall be permitted on any premises.

C. The poultry shall be penned or fenced no closer than 50' to residences other than the residence on the premises.

D. A waste disposal plan is provided to the Council showing how animal waste and refuse will be handled.

E. No male poultry shall be kept on the premises.

**55.06 NUMBER OF PETS ALLOWED.** Excluding household pets, no person shall keep within the City limits more than a total of six pets and shall have no more than three of any one species of pets.

**55.07 ACTS PROHIBITED.**

1. No person shall keep within the City limits any litters of pets for longer than ten weeks

2. No person caring for or owning an animal that dies shall allow the carcass to remain on said person's premises. Such carcass shall be disposed of within 24 hours after death.

3. No person shall allow animals in heat to be unconfined or tied outside while in heat. An animal in heat must be kept confined inside for the three-week interval.

4. No person caring for or owning an animal, other than bees, shall to allow the animal to run at large within the corporate limits of the City.

**55.08 DAMAGE OR INTERFERENCE.** It is unlawful for the owner of an animal to allow or permit such animal to pass upon the premises of another thereby causing damage to, or interference with, the premises. For the purpose of this chapter, interference includes animal feces not removed by the owner of the animal.

**55.09 ANNOYANCE OR DISTURBANCE.** It is unlawful for the owner of a dog to allow or permit such dog to cause serious annoyance or disturbance to any person by frequent and habitual howling, yelping, barking, or otherwise, or by running after or chasing persons, bicycles, automobiles or other vehicles.

**55.10 RABIES VACCINATION.** Every owner of a pet or other animal that can transmit rabies shall obtain a rabies vaccination for such animal. It is unlawful for any person to own or have such an animal in said person's possession, six months of age or over, which has not been vaccinated against rabies. Dogs kept in State or federally licensed kennels and not allowed to run at large are not subject to these vaccination requirements.

*(Code of Iowa, Sec. 351.33)*

**55.11 OWNER'S DUTY.** It is the duty of the owner of any pet or other animal that has bitten or attacked a person or any person having knowledge of such bite or attack to report this act to a local health or law enforcement official. It is the duty of physicians and veterinarians to report to the local board of health the existence of any animal known or suspected to be suffering from rabies.

*(Code of Iowa, Sec. 351.38)*

**55.12 CONFINEMENT.** If a local board of health receives information that an animal has bitten a person or that a dog or animal is suspected of having rabies, the board shall order the owner to confine such animal in the manner it directs. If the owner fails to confine such animal in the manner directed, the animal shall be apprehended and impounded by such board, and after 10 days the board may humanely destroy the animal. If such animal is returned to its owner, the owner shall pay the cost of impoundment. This section does not apply if a police service dog or a horse used by a law enforcement agency and acting in the performance of its duties has bitten a person.

*(Code of Iowa, Sec. 351.39)*

**55.13 AT LARGE: IMPOUNDMENT.** Animals found at large in violation of this chapter shall be seized and impounded or, at the discretion of the peace officer, the owner may be served a summons to appear before a proper court to answer charges made thereunder.

**55.14 DISPOSITION OF ANIMALS.** When an animal has been apprehended and impounded, written notice shall be provided to the owner within two days after impoundment, if the owner's name and current address can reasonably be determined by accessing a tag or other device that is on or part of the animal. Impounded animals may be recovered by the owner upon payment of impounding costs, and if an unvaccinated dog, by having it immediately vaccinated. If the owner fails to redeem the animal within seven days from the date that the notice is mailed, or if the owner cannot be located within seven days, the animal shall be disposed of in accordance with law or destroyed by euthanasia.

*(Code of Iowa, Sec. 351.37, 351.41)*

**55.15 IMPOUNDING COSTS.** An animal may be reclaimed from City impoundment within 48 hours. If the owner does not claim the animal within 48 hours or if the owner is not known, the animal shall be transported to the Story County Animal Shelter for impoundment at their facility as specified under the terms of the City and County contract for Animal Control services. Impound fees for animals impounded by the City but not transported to the Story County Animal Shelter shall be set by Council resolution. If transported to the Story County Animal Shelter, the County fees will be charged in addition to any fees charged by the City.

*(Code of Iowa, Sec. 351.37)*

**55.16 UNLAWFUL REMOVAL.** Every person who shall take out or attempt to take out of City detention, cage or pen, any animal located therein without paying the fees prescribed

by this chapter shall be deemed guilty of a simple misdemeanor offense, and/or a municipal infraction.

**55.17 PET AWARDS PROHIBITED.**

1. Prohibition. It is unlawful for any person to award a pet or advertise that a pet may be awarded as any of the following:
  - A. A prize for participating in a game.
  - B. A prize for participating in a fair.
  - C. An inducement or condition for visiting a place of business or attending an event sponsored by a business.
  - D. An inducement or condition for executing a contract that includes provisions unrelated to the ownership, care or disposition of the pet.
2. Exceptions. This section does not apply to any of the following:
  - A. A pet shop licensed pursuant to Section 162.5 of the *Code of Iowa* if the award of a pet is provided in connection with the sale of a pet on the premises of the pet shop.
  - B. Youth programs associated with 4-H Clubs; Future Farmers of America; the Izaak Walton League of America; or organizations associated with outdoor recreation, hunting or fishing, including but not limited to the Iowa Sportsmen's Federation.

*(Code of Iowa, Ch. 717E)*

**55.18 TAMPERING WITH A RABIES VACCINATION TAG** It is unlawful to tamper with a rabies vaccination tag.

*(Code of Iowa, Sec. 351.45)*

1. A person commits the offense of tampering with a rabies vaccination tag if all of the following apply:
  - A. The person knowingly removes, damages, or destroys a rabies vaccination tag as described in Section 351.35 of the *Code of Iowa*.
  - B. The rabies vaccination tag is attached to a collar worn by a dog, including as provided in Sections 351.25 and 351.26 of the *Code of Iowa*.
2. This section shall not apply to an act taken by any of the following:
  - A. The owner of the dog, an agent of the owner, or a person authorized to take action by the owner.
  - B. A peace officer.
  - C. A veterinarian.
  - D. An animal shelter or pound.

*(Section 55.18 – Ord. 321 – Dec. 21 Supp.)*

**55.19 TAMPERING WITH AN ELECTRONIC HANDLING DEVICE.** It is unlawful to tamper with an electronic handling device.

*(Code of Iowa, Sec. 351.46)*

1. A person commits the offense of tampering with an electronic handling device if all of the following apply:
  - A. The person knowingly removes, disables, or destroys an electronic device designed and used to maintain custody or control of the dog or modify the dog's behavior.
  - B. The electronic device is attached to or worn by the dog or attached to an item worn by the dog, including (but not limited to) a collar, harness, or vest.
2. This section shall not apply to an act taken by any of the following:
  - A. The owner of the dog, an agent of the owner, or a person authorized to take action by the owner.
  - B. A peace officer.
  - C. A veterinarian.
  - D. An animal shelter or pound.

*(Section 55.19 – Ord. 321 – Dec. 21 Supp.)*

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## CHAPTER 56

### DOG LICENSE REQUIRED

56.01 Annual License Required  
56.02 License Fees  
56.03 Delinquency  
56.04 License Tags  
56.05 License Records

56.06 Immunization  
56.07 Reissuing Tags  
56.08 Transfers of Licensed Dogs  
56.09 Kennel Dogs

#### 56.01 ANNUAL LICENSE REQUIRED.

1. Every owner of a dog over the age of six months shall procure a dog license from the City Clerk on or before April 1 of each year.
2. Such license may be procured after April 1 and at any time for a dog that has come into the possession or ownership of the applicant or that has reached the age of six months after said date.
3. The owner of a dog for which a license is required shall apply to the City Clerk on forms provided by the City.
4. The form of the application shall state the breed, sex, month and year of birth, color, markings, and name, if any, of the dog, and the address of the owner and shall be signed by the owner. The application shall also state the date of the most recent rabies vaccination, the type of vaccine administered, the date the dog shall be revaccinated, and shall include a photograph or digital image of the dog in sufficient detail to identify the dog.
5. All licenses shall expire on March 31 of the year following the date of issuance.
6. The provisions of this section are not intended to apply to dogs whose owners are nonresidents temporarily within the City.

**56.02 LICENSE FEES.** The annual license fee shall be as established by resolution of the Council.

**56.03 DELINQUENCY.** All license fees shall become delinquent on April 1 of the year in which they are due and a delinquent penalty set by Council resolution shall be added to each unpaid license on and after said date.

**56.04 LICENSE TAGS.** Upon receipt of the application and fee established by resolution, one of the following shall occur:

1. In the case where the City is providing a metal tab license, the City Clerk shall deliver or mail to the owner a license that shall be in the form of a metal tag stamped with the serial number of the license as shown on the record book of the City, the year in which it is issued, and the name of the City.
2. In the case where the Owner of the dog is providing their own metal tag license uniquely identifying the dog by name and rabies vaccination serial number, the City Clerk shall take a photo copy of both sides of the metal tag provided by the owner and place it in the dog license record.



3. In the case where the Owner of the dog has inserted a readable microchip under the dog's skin for identification and the Owner wishes that identifier to be used in lieu of a metal tag, then the Owner shall provide the microchip's unique identifier to the City Clerk for inclusion in the record for the dog license.

All metal tag licenses shall be securely fastened by the owner to a collar or harness that shall be worn at all times by the dog for which issued. A license issued for one dog shall not be transferable to another dog. Upon the expiration of the license, the owner shall remove said tag from the dog.

**56.05 LICENSE RECORDS.** The City Clerk shall keep a book to be known as the record of licenses; such record shall show:

1. The serial number and date of each application for a license.
2. The description and photograph of the dog as specified in the application, together with the name of the owner of the dog.
3. The date when each license tag is issued and the serial number of each tag, the date of the most recent rabies vaccination, the type of vaccine administered, and the date the dog shall be revaccinated.
4. The amount of all fees paid.
5. Such other data as may be required by law.

**56.06 IMMUNIZATION.** Before a license is issued, the owner shall furnish a veterinarian's certificate showing that the dog for which the license is sought has been vaccinated against rabies, and that the vaccination does not expire within six months from the effective date of the dog license. A tag showing evidence of proper vaccination shall at all times be attached to the collar of the dog.

**56.07 REISSUING TAGS.** Upon the filing of an affidavit that the license tag has been lost or destroyed, the owner may obtain another tag on the payment of \$2.00 and the City Clerk shall enter the new number assigned.

**56.08 TRANSFERS OF LICENSED DOGS.** Upon transfer of a licensed dog into the City, the owner shall surrender the original license tag to the City Clerk. The City Clerk shall preserve the surrendered tag and, without a license fee, issue a new license tag.

**56.09 KENNEL DOGS.** Dogs kept in State or federally licensed kennels, which are kept or raised solely for the bona fide purpose of sale and which are kept under constant restraint, are not subject to the provisions of this chapter.

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CHAPTER 57

dangerous and vicious animals

57.01 Definitions

57.02 Keeping of Dangerous Animals Prohibited

57.03 Keeping of Vicious Animals Prohibited

57.04 Seizure, Impoundment and Disposition

57.01 DEFINITIONS. For use in this chapter, the following terms are defined:

- 1. "Dangerous animal" means the following animals:
  - A. Badgers, wolverines, weasels, skunk and mink.
  - B. Raccoons.
  - C. Bats.
  - D. Scorpions.
  - E. Any dog with a known propensity, tendency or disposition to attack, unprovoked, as evidenced by its habitual or repeated chasing, snapping or barking at human beings or domestic animals so as to potentially cause injury or to otherwise endanger their safety.
- 2. "Vicious animal" means any animal, except for a dangerous animal, as listed above, that has bitten or clawed a person or persons while running at large and the attack was unprovoked, or any animal that has exhibited vicious tendencies in present or past conduct, including such that said animal: (i) has bitten or clawed one person during the animal's lifetime; or (ii) has attacked any domestic animal or fowl without provocation, causing injury or death while off the property of the owner.

57.02 KEEPING OF DANGEROUS ANIMALS PROHIBITED. No person shall keep, shelter, or harbor any dangerous animal as a pet, or act as a temporary custodian for such animal, or keep, shelter or harbor such animal for any purpose or in any capacity within the City.

57.03 KEEPING OF VICIOUS ANIMALS PROHIBITED. No person shall keep, shelter, or harbor for any reason within the City a vicious animal except in the following circumstances:

- 1. Animals under the control of a law enforcement or military agency.
- 2. The keeping of guard dogs; however, guard dogs must be kept within a structure or fixed enclosure at all times, and any guard dog found at large may be processed as a vicious animal pursuant to the provisions of this chapter. Any premises guarded by a guard dog shall be prominently posted with a sign containing the wording "Guard Dog," "Vicious Dog" or words of similar import, and the owner of such premises shall inform the Mayor or peace officer that a guard dog is on duty at said premises.

57.04 SEIZURE, IMPOUNDMENT AND DISPOSITION.

- 1. In the event that a dangerous animal or vicious animal is found at large and unattended upon public property, park property, public right-of-way or the property of someone other than its owner, thereby creating a hazard to persons or property, such animal may, in the discretion of the Mayor or peace officer, be destroyed if it cannot be confined or captured. The City shall be under

no duty to attempt the confinement or capture of a dangerous animal or vicious animal found at large, nor shall it have a duty to notify the owner of such animal prior to its destruction.

2. Upon the complaint of any individual that a person is keeping, sheltering, or harboring a dangerous animal or vicious animal on premises in the City, the Mayor or peace officer shall cause the matter to be investigated and, if after investigation, the facts indicate that the person named in the complaint is keeping, sheltering, or harboring a dangerous or vicious animal in the City, the Mayor or peace officer shall order the person named in the complaint to safely remove such animal from the City or destroy the animal within three days of the receipt of such an order. Such order shall be contained in a notice to remove the dangerous or vicious animal, which notice shall be given in writing to the person keeping, sheltering, or harboring the dangerous animal or vicious animal, and shall be served personally or by certified mail. Such order and notice to remove the dangerous animal or vicious animal shall not be required where such animal has previously caused serious physical harm or death to any person, in which case the Mayor or peace officer shall cause the animal to be immediately seized and impounded or killed if seizure and impoundment are not possible without risk of serious physical harm or death to any person.

3. The order to remove a dangerous animal or vicious animal issued by the Mayor or peace officer may be appealed to the Council. In order to appeal such order, written notice of appeal must be filed with the Clerk within three days after receipt of the order contained in the notice to remove the dangerous or vicious animal. Failure to file such written notice of appeal shall constitute a waiver of the right to appeal the order of the Mayor or peace officer.

4. The notice of appeal shall state the grounds for such appeal and shall be delivered personally or by certified mail to the Clerk. The hearing of such appeal shall be scheduled within seven days of the receipt of the notice of appeal. The hearing may be continued for good cause. After such hearing, the Council may affirm or reverse the order of the Mayor or peace officer. Such determination shall be contained in a written decision and shall be filed with the Clerk within three days after the hearing or any continued session thereof.

5. If the Council affirms the action of the Mayor or peace officer, the Council shall order in its written decision that the person owning, sheltering, harboring, or keeping such dangerous or vicious animal remove such animal from the City or destroy it. The decision and order shall immediately be served upon the person against whom rendered in the same manner as the notice of removal. If the original order of the Mayor or peace officer is not appealed and is not complied with within three days or the order of the Council after appeal is not complied with within three days of its issuance, the Mayor or peace officer is authorized to seize, impound or destroy such dangerous or vicious animal. Failure to comply with an order of the Mayor or peace officer issued pursuant to this chapter and not appealed (or of the Council after appeal) constitutes a simple misdemeanor.

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Monday, September 29, 2025

Dear Resident:

There have been incidents this summer where individuals walking by themselves or with their dogs have been chased or attacked by "at large" dogs. Our ordinance states a dog is "At large" when it is not on the owner's property and any of the following situations occurs: the animal is (1) not secured on a lead with a fixed location keeping the animal on the private property, (2) not in an enclosed fenced area, (3) not on a leash under the control of a competent person, (4) not restrained within a vehicle, or (5) not housed in a veterinary hospital or kennel. **All "At-large" dogs will subject their owner to a civil citation penalty of \$50.**

Our ordinance also deals with dogs who chase or attack people or other pets by defining a dog as "Dangerous" if it has "a known propensity, tendency or disposition to attack, unprovoked, as evidenced by its habitual or repeated chasing, snapping or barking at human beings or domestic animals so as to potentially cause injury or to otherwise endanger their safety." A dog may be further classified as "Vicious" if it as "bitten or clawed a person or persons while running at large and the attack was unprovoked" or if it "has attacked any domestic animal or fowl without provocation, causing injury or death while off the property of the owner." **The City Code prohibits the keeping of both dangerous or vicious animals.**

If you are approached by an "at large" dog acting in a dangerous or vicious manner, then do the following:

1. Call 911 to report the time and location of the incident. If possible, take a photo of the dog for identification purposes and collect the dog owner's information.
2. Provide the same information to the City Clerk by calling 515-387-8655. You may leave a message in the answering machine.
3. Provide a copy of your evidence of the encounter (photos or notes) to the City Clerk. If contacted by the sheriff or animal control officer, concerning the encounter, provide the same evidence to them or refer them to the City Clerk.

Upon the complaint of any individual that a person is keeping, sheltering, or harboring a dangerous animal or vicious animal on premises in the City, the Mayor will open an investigation and, if after investigation, the facts indicate that the person named in the complaint is keeping, sheltering, or harboring a dangerous or vicious animal in the City, **the Mayor shall order the person named in the complaint to safely remove such animal from the City within three days of the receipt of such an order.**

The order to remove a dangerous animal or vicious animal issued by the Mayor may be appealed to the Council, in writing, and must be filed with the Clerk within three days after receipt of the order to remove the dangerous or vicious animal. The appeal must state the grounds for such appeal. **Failure to file the written notice of appeal to the Council within three days will constitute a waiver of the right to appeal the order of the Mayor.**

Removal of the dog is "stayed" until the Council, at its next scheduled meeting has the issue on its agenda. If the Council affirms the action of the Mayor, the Council will order in its written

decision the removal of such an animal from the City. The decision and order shall immediately be served in the same manner as the notice of removal. If the original order of the Mayor is not appealed to the Council and is not complied with within three days or if the order of the Council after appeal is not complied with within three days of its issuance, the Mayor is authorized to seize, impound or destroy such dangerous or vicious animal. **Failure to comply with an order of the Mayor issued pursuant to the city code and not appealed (or of the Council after appeal) constitutes a simple misdemeanor.**

Please note. Every owner of a dog over the age of six months shall procure a dog license from the City Clerk on or before April 1 of each year. The application for a license shall be accompanied by the payment of the fee and shall state the breed, sex, month and year of birth, color, markings, and name, if any, of the dog, the address of the owner, and the application shall be signed by the owner. The application shall also state the date of the most recent rabies vaccination, the type of vaccine administered, the date the dog shall be revaccinated, and shall include a photograph or digital image of the dog in sufficient detail to identify the dog. All licenses issued for a specific year shall expire on March 31 of the year following. All licenses shall become delinquent on April 1 of the year in which they are due. A delinquency penalty set by Council resolution shall be added to each unpaid license on and after April 1.

Upon receipt of the application and payment of the fee, one of the following shall occur:

1. In the case where the City is providing a metal tab license, the City Clerk shall deliver or mail to the owner a license in the form of a metal tag stamped with the serial number of the license as shown on the record book of the City, the year in which it is issued, and the name of the City.
2. In the case where the Owner of the dog is providing their own metal tag license uniquely identifying the dog by name and rabies vaccination serial number, the City Clerk shall take a photocopy of both sides of the metal tag provided by the owner and place it in the dog license record.
3. In the case where the Owner of the dog has inserted a readable microchip under the dog's skin for identification and the Owner wishes that identifier to be used in lieu of a metal tag, then the Owner shall provide the microchip's unique identifier to the City Clerk for inclusion in the record for the dog license.

All metal tag licenses shall be securely fastened by the owner to a collar or harness that shall be worn at all times by the dog for which issued.

**Failure to license a dog will subject the dog owner to a civil citation penalty of \$50**

Sincerely,

Dale Higgins  
Mayor, City of Maxwell

# Proposal

Page # \_\_\_\_\_ of \_\_\_\_\_ pages

Meusburger construction Inc  
33413 690<sup>th</sup> Ave  
Maxwell Ia 50661

PROPOSAL SUBMITTED TO: City of Maxwell	JOB NAME	JOB #
ADDRESS Maxwell Ia 50661	JOB LOCATION	
PHONE #	DATE 9/18/25	DATE OF PLANS
FAX #	ARCHITECT	

We hereby submit specifications and estimates for:

Material & Labor to Re Place 3° man door in Existing Steel Frame

New Steel Door machined to steel craft specs to fit frame  
New commercial Grade Schlage Keyed Lever Lock and Dead Bolt Keyed Alike  
Aluminum threshold with Bottom sweep on Door Haul Away old Door

total = 2688<sup>78</sup>

We propose hereby to furnish material and labor - complete in accordance with the above specifications for the sum of:

\$ Twenty six hundred Eighty Eight and Seventy Eight cents

with payments to be made as follows: \_\_\_\_\_ Dollars

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted

*Ray Meusburger*

Note - this proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

## Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_

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9. Discussion and possible approval of bids for the Baldwin Outlet channel project.

-No bids received at time of packet printing.

## **NOTICE TO BIDDERS**

### **Maxwell Drainage Channel Project**

#### **Time and Place for Filing Sealed Quotations**

Sealed quotations, subject to the conditions contained herein, will be received at the office of the City Clerk in City Hall, 107 Main St, Maxwell, Iowa, 50161, until 5:00 p.m. according to the clock in said City Council Chambers on the 7<sup>th</sup> day of October 2025 for:

#### **Quotation envelopes must be clearly marked, "Maxwell Drainage Channel Project."**

Construction of **Maxwell Drainage Channel Project** maintenance work, as hereinafter described in general and as described in detail in the project documents now on file in the office of the City Clerk, Maxwell, Iowa.

#### **Time and Place Sealed Quotations will be Opened and Considered**

Sealed Quotations received will be reviewed and considered by the City Council at their regular City Council meeting on the 8<sup>th</sup> day of October 2025.

#### **Contract Documents**

The project documents governing the construction of the proposed project have been prepared by the City's Engineer, which project documents and the proceedings of the City referring to and defining said proposed repairs are hereby made a part of the Notice by reference, and the proposed contract shall be executed in compliance therewith. A copy of said project documents and form of contract is now on file in the office of the City Clerk and may be examined at Maxwell City Hall, 107 Main St, Maxwell, Iowa, 50161.

#### **General Nature of the Public Repair and Maintenance Project**

##### **Maxwell Drainage Channel Project**

- Perform clearing and grubbing
- Excavate and grade per plans approximately 370 feet of drainage channel
- Install 821 SY of temporary RECP
- Install 35 TON of riprap as indicated in the contract documents
- Seeding of Surface
- Contractor is responsible for all traffic control during construction if necessary
- Contractor must follow 2025 Edition of the SUDAS Standard Specifications
- Contractor must coordinate with project coordinator for inspections throughout the project
- Project must be completed no later than June 30, 2026



Completion of Work

The Notice to Proceed is anticipated to be issued after satisfactory review of quotations, insurance and contract. The work area shall be diligently worked to completion. Work may be suspended during periods of inactivity.

The Contractor shall fully complete the project by June 30, 2026. Full completion includes having all surface restoration and ALL work areas open to use by the public. Work area once commenced shall be diligently worked to completion. Should the Contractor fail to fully complete the work within the time allotted, liquidated damages of \$250 per working day shall be applied for each calendar day until the work is fully complete.

The City of Maxwell does hereby reserve the right to reject any or all quotations, waive informalities and to enter into such contract, or contracts, as it deems to be in the best interest of the City.

The Notice is given by authority of the City Council of the City of Maxwell, Iowa.

Dated at Maxwell, Iowa this \_\_\_ day of September 2026

\_\_\_\_\_  
Wendy Crabtree, City Clerk



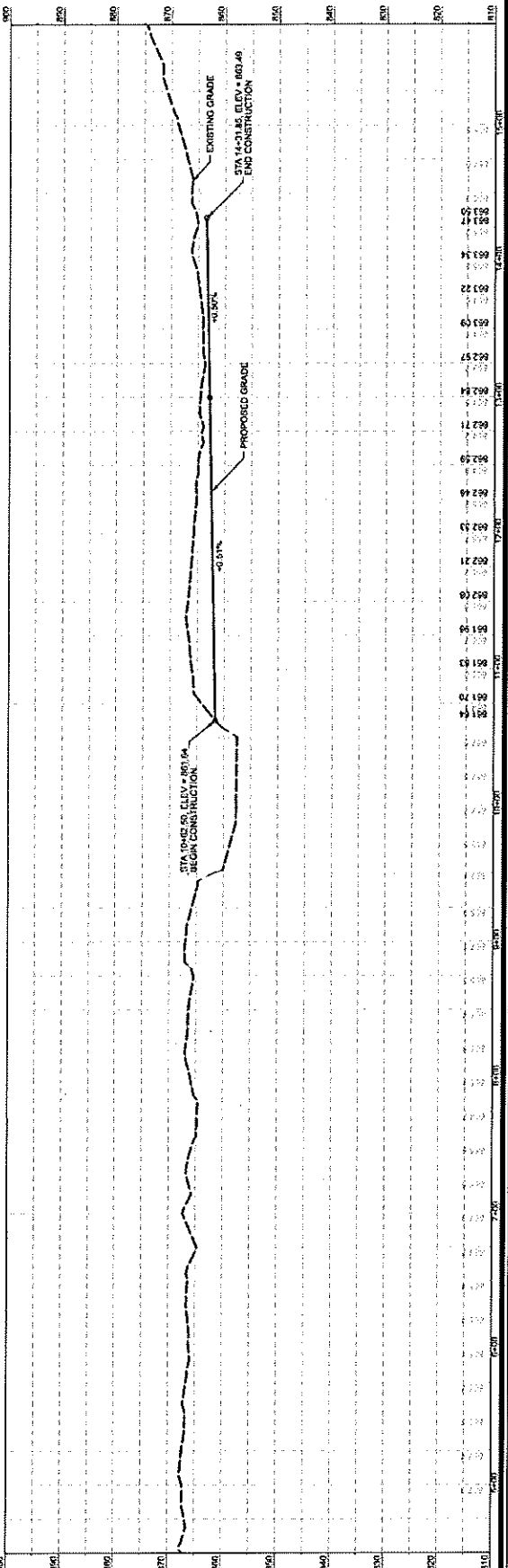
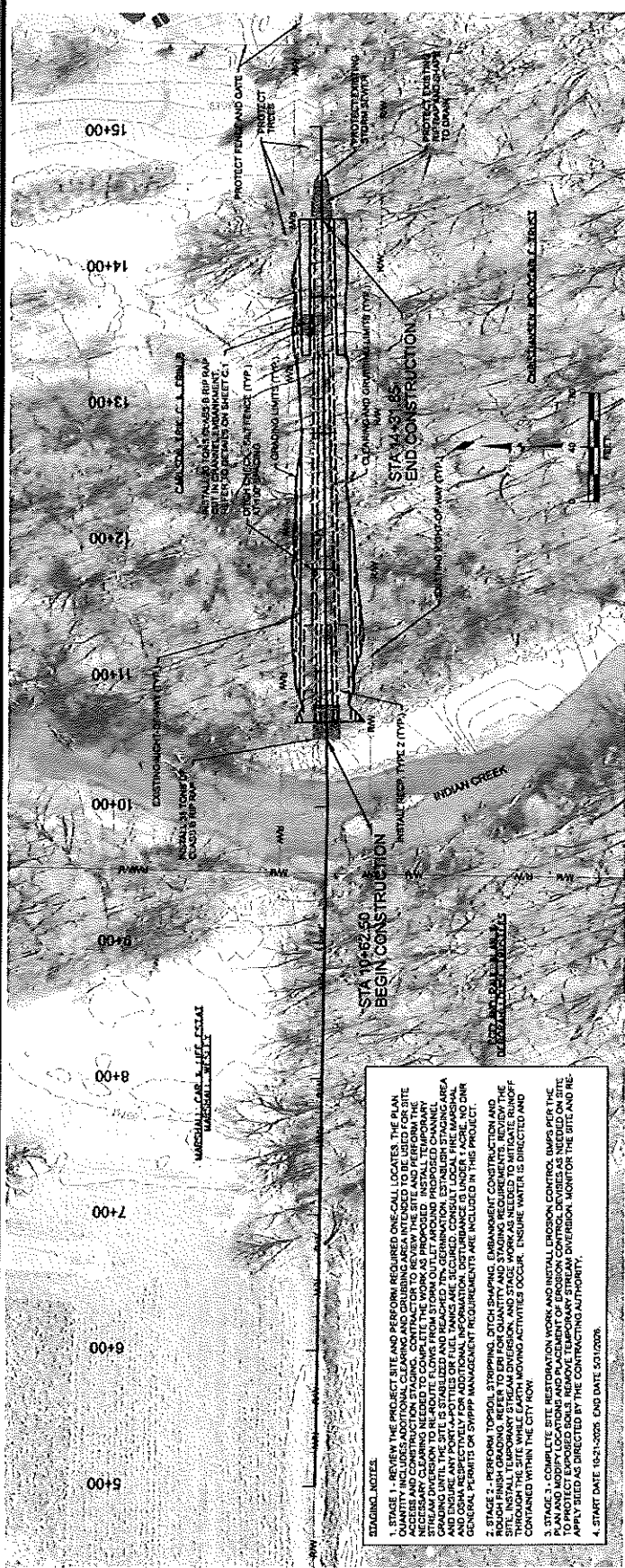


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MAXWELL DRAINAGE CHANNEL  
 MAINLINE PLAN AND PROFILE

2727 SNYDER BLVD  
 KEOKUK IA 5023  
 WWW.SNYDER-ASSOCIATES.COM  
 515-954-2022

DATE	11/02/2025	BY	MM
REVISION		DATE	BY
1	11/02/2025	MM	MM

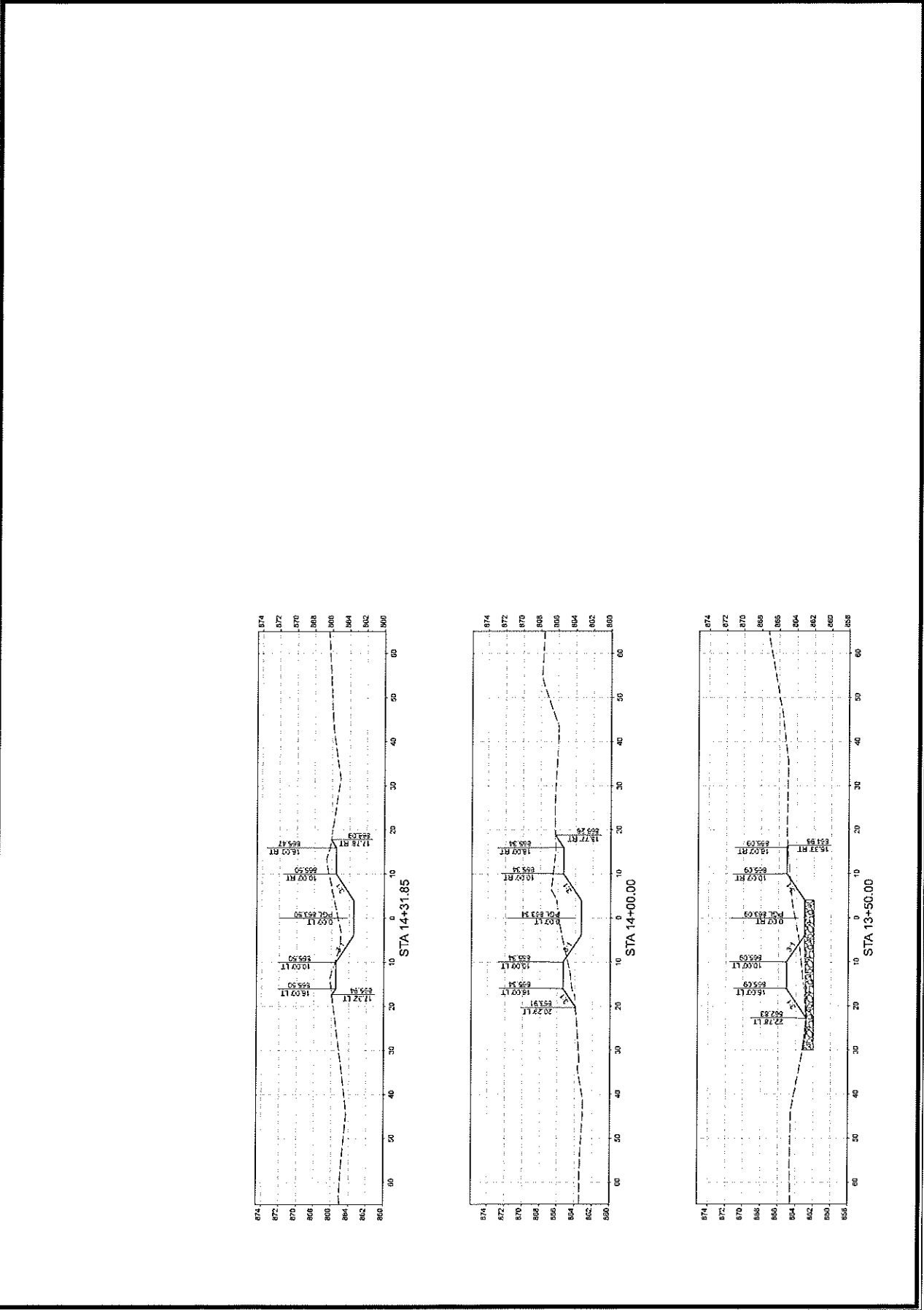


**STANDARD NOTES:**

1. STAGE 1: REVIEW THE PROJECT SITE AND PERFORM REQUIRED ONE-CALL LOCATES. THE PLAN ACCESS AND CONSTRUCTION STAGING. CONTRACTOR TO REMOVE ALL EXISTING AND NECESSARY CLEARING NEEDED TO COMPLETE THE WORKS PROPOSED. INSTALL TEMPORARY GRADING UNTIL THE SITE IS STABILIZED AND RELAPSED. CLEARING AND PROPOSED CHANNEL AND ENSURE ANY PORT-A-POTTIES OR FUEL TANKS ARE SECURED. CONSULT LOCAL FIRE MARSHAL AND GENERAL PERMITS ON SWPPP. MANAGER'S RESOURCES ARE INCLUDED IN THIS PROJECT.
2. STAGE 2: COMPLETE SITE RESTORATION WORK AND INSTALL EROSION CONTROL BMPS PER THE SITE. INSTALL TEMPORARY STREAM DIVERSION, AND STAGE WORK AS NEEDED TO MITIGATE RUNOFF COMPARED WITHIN THE CITY PLAN.
3. STAGE 3: COMPLETE SITE RESTORATION WORK AND INSTALL EROSION CONTROL BMPS PER THE SITE. REMOVE EXPOSED SOILS. REMOVE TEMPORARY STREAM DIVERSION. MONITOR THE SITE AND RE-APPLY SIEED AS DIRECTED BY THE CONTRACTING AUTHORITY.
4. START DATE: 10-21-2025. END DATE: 5/31/2026.







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Mid-Iowa Planning Alliance for Community Development  
939 Office Park Road, Suite 306  
West Des Moines, IA 50265 · 515-304-3524  
www.Midiowaplanning.org

**Comprehensive Planning  
Proposal for the City of Maxwell**

**Statement of Work and Agreement**

**THIS AGREEMENT**, entered into this \_\_\_\_ day of \_\_\_\_\_ 2025, by and between the Mid-Iowa Planning Alliance for Community Development, hereinafter referred to as the “MIPA” and the City of Maxwell, Iowa, hereinafter referred to as “City”, stipulate:

**WITNESSETH:**

**WHEREAS**, Iowa Code §414.3 states that a “(zoning ordinance) shall be made in accordance with a comprehensive plan...” and said comprehensive plan will be made with consideration of the smart planning principles identified in Iowa Code §18B.1; and,

**WHEREAS**, the City does not have a comprehensive plan that accurately reflects the current conditions of the community, nor does it address the challenges that the City faces; and,

**WHEREAS**, MIPA is a leading planning organization in the central Iowa region and has the capability and the experience of working collaboratively to implement strategies and projects at the regional and local levels;

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, Parties herein hereby agree as follows:

The City will pay MIPA a lump sum amount of **\$23,000** to complete the following activities for the comprehensive plan hereinafter referred to as the “Project”:

**Comprehensive Plan:** The planning process will consist of multiple public input sessions and an intensive data gathering effort, with the end result being a completed comprehensive plan. The comprehensive plan shall be made with consideration of the smart planning principles identified in Iowa Code §18B.1 and information specified in §18B.2, subsection 2, as stated in Iowa Code 414.3 subsection 3.

- a. **Basic Services:** The MIPA will:
  - i. Be responsible for the professional quality and technical accuracy of the project as well as coordination with other plans, studies, reports, and other pertinent information.
  - ii. Coordinate services with the City and other entities and organizations as deemed applicable, including stakeholders located outside the City.
  - iii. Provide all meeting materials, secure needed accommodations, and provide legal and other postings as needed or required by law.
- b. **Content:**
  - i. The following will be covered topics in the comprehensive plan, but additional topics may be included as necessary:
    1. Public participation – City of Maxwell development stakeholders



with assistance from MIPA will conduct an extensive public input process that will include the following types of input:

- a. Kickoff Meeting
  - b. Information gathering at community events
  - c. Community Survey
  - d. Small Group Discussion
  - e. Staff Review, and
  - f. Others as deemed necessary.
2. Community Demographics
  3. Issues and Opportunities analysis
  4. Land Use
  5. Housing
  6. Public Infrastructure and Utilities
  7. Transportation
  8. Economic Development
  9. Community Character
  10. Agricultural and Natural Resources
  11. Community Facilities
  12. Hazards
  13. Intergovernmental Collaboration, and
  14. Implementation
- ii. The comprehensive plan will also include a cover, acknowledgements page, table of contents, and chapters and appendices as necessary.
- c. Deliverables: The following will be provided by MIPA:
- i. MIPA will provide to the City five (5) hard copies and one (1) copy in electronic format of a draft of the comprehensive plan.
  - ii. MIPA will present to and work with the Planning and Zoning Commission and other City officials as necessary to review and update the draft to suit the City's needs.
  - iii. Based on all information and recommendations received in response to the initial draft, MIPA will provide the City with five (5) hard copies and one (1) copy in electronic format of a revised final version of the completed comprehensive plan. MIPA will present the final plan to the Planning and Zoning Commission and to the City Council.
  - iv. Maps may be created as static maps, online maps, or both depending on the preference of the City. Maps hosted online by MIPA will be subject to a fee commensurate with the cost charged by ESRI, the GIS company that MIPA uses. Maps can be transferred to the City for hosting as well. Online maps hosted by MIPA during the term of the project are included in the price of the project.
- d. Meetings: MIPA shall, at the City's direction, attend official City meetings and present information relating to the comprehensive plan for review, consideration, and approval.



## Content Breakdown

### 1. Public Input Plan

Public participation will be a large factor of the comprehensive plan. Feedback will not only be collected from City of Maxwell staff, but volunteers on the various City boards, and commissions. Along with public input collected from various community events, listening sessions set up at the library, and other small group sessions collecting from the various demographic groups that make up the residents of the City of Maxwell.

MIPA staff will use all the identified tools above for public engagement as a roadmap for the City's future, encompassing various critical aspects from the data collected, and compiled in the comprehensive plan. To ensure inclusivity and gather diverse perspectives, extensive public participation is at the forefront. This will involve a kickoff meeting, community surveys, and small group discussions, facilitated by MIPA.

- Kickoff Meeting – An initial kickoff meeting will be held in the Winter/Spring, where many community stakeholders will be gathered to hear about the upcoming comprehensive plan creation process and provide initial feedback on community priorities.
- Community Information Gathering – MIPA staff will attend at least one community event to solicit community priorities and gather comments from stakeholders.
- Community Survey – All of the information gathered at the kickoff meeting and community events will be used to craft a survey that will be distributed online and in paper format to residents in the City.
- Small Group Discussion – Small group discussions will be held on the various plan components (housing, economic development, etc.) to do a more concentrated review and discussion on the results of the community survey and previous public input efforts.

### 2. Community Demographics (Plan Chapter)

MIPA will utilize the most recent Census and American Community Survey information available from the Census Bureau to review the demographics of the City of Maxwell. A population pyramid and population projection will be conducted to determine the future needs for the City of Maxwell such as housing, jobs, and land use.

The City of Maxwell will be compared to similar cities in Iowa as well as the State as a whole to provide context for City of Maxwell's potential needs and challenges. Additional demographic information will be brought in as needed, including anything that has already been compiled for other plans and reports.

### 3. Issues and Opportunities (Section within Plan Chapters)

Each individual chapter of the plan will have its own Issues and Opportunities section specific to that chapter's topic (e.g. housing, economic development, etc.). The items identified in these sections will come from MIPA staff, City officials, and the public input that has been collected.



4. Land Use (Plan Chapter)

The heart of the comprehensive plan, the land use chapter will utilize all the analysis from the rest of the plan to provide an existing land use map and a future land use map. The future land use map will be the basis from which future planning and zoning decisions are made and will be flexible enough to be modified should future conditions or the will of the City change. The proposed future land use map will ensure adequate housing options, space for future economic development and growth, and balance the needs of agriculture and natural areas.

5. Housing (Plan Chapter)

A housing analysis will be conducted using a variety of sources on the condition of housing and current and future housing needs. The type of housing stock, a breakdown of homeowner and rental properties, and a comparison to other similar communities will be included.

Public input will incorporate housing and other development types to determine what is desired by the people. Buildable lot information and past development information will be gathered to determine previous success.

6. Public Infrastructure and Utilities (Plan Chapter)

As part of the future land use analysis, available public infrastructure and utilities information will be collected and analyzed to ensure feasibility of future development. Much of the information collected will be dependent on availability from the various utilities within the City and information from City officials. Review and analysis will be conducted to determine general needs for potential development locations.

7. Transportation (Plan Chapter)

An extensive review of City of Maxwell's surface transportation networks will be conducted. MIPA staff will collect Average Annual Daily Traffic (AADT) information and secure AADT forecasts that are available through the Iowa DOT's statewide model to determine if existing transportation infrastructure is sufficient to accommodate future growth.

A comprehensive review of future roadway and street maintenance needs will be conducted for paved transportation corridors by utilizing the Pavement Condition Index (PCI) information collected by InTRANS at Iowa State on behalf of the Iowa DOT and CIRTPA every two years. A pavement management software will be used to forecast future needs to determine future spending needs for the City.

Previous transportation plans and reports reviewed, and findings will be incorporated in the analysis and final recommendations. A review will be conducted of the potential need for new roadways or streets as it relates to growth within the City.

8. Economic Development (Plan Chapter)

An extensive industry analysis will be conducted to ensure that future land use needs are met. Specific information such as jobs, economic output, retail sales, and workforce needs will be reviewed. City of Maxwell will be compared to other Iowa cities and the State to identify strengths and challenges for future economic growth.

Longitudinal Employer-Household Dynamics (LEHD) data will be used to determine workforce commuting patterns and catchment to identify potential land use needs within the City. Depending on what the goals of the comprehensive plan are, locations for future economic development will be identified.

9. Community Character (Plan Chapter)

Throughout the course of public input and involvement, the specific characteristics of what makes the City of Maxwell unique will be identified. Information from this chapter will inform other plan chapters to ensure that the various recommendations are rooted in preserving what makes the City of Maxwell unique.

10. Agriculture and Natural Resources (Plan Chapter)

Given Maxwell's rural character, this plan will assess the surrounding agricultural and natural resources. Staff will analyze how these assets influence Maxwell's growth in various ways. The findings will inform the future land use map and outline actionable steps to manage these areas effectively. By studying successful approaches from other parts of the state that have reconciled growth with resource protection, we will develop tailored strategies to meet Maxwell's specific needs.

11. Community Facilities (Plan Chapter)

Although the City of Maxwell is primarily rural in nature, its residents should be able to enjoy sufficient access to needed resources. This includes police and fire protection, health care, ambulance service, recreational opportunities, and other shared City resources. An analysis will be conducted to determine adequate coverage of vital services and access to other amenities.

12. Hazards (Plan Chapter)

Hazards are often combined with another chapter of the plan because there is already a wealth of resources and planning that has gone into identifying and mitigating hazards. The comprehensive plan will look to the County's Hazard Mitigation Plan and other relevant information available. Such information will be incorporated into the future land use map and guide suggested future land use classifications. Highly rated projects within the Hazard Mitigation Plan would be included in relevant sections (areas prone to flooding can impact housing and transportation networks).

13. Intergovernmental Collaboration (Section within Plan Chapters)

Although the comprehensive plan is geared towards the City, the City of Maxwell encompasses every resident and visitor regardless of whether they are urban or rural. Often communities in a region must work together on a variety of issues and projects. Each level of government occupies a specific place within the lives of City of Maxwell residents.

To that end, each chapter within the comprehensive plan will review what collaborative needs or requirements are present to ensure that chapter's successful implementation (i.e. housing development, more jobs, etc.). Intergovernmental Collaboration will be a lens through which the plan's recommendations are made.



**14. Implementation (Section within Plan Chapters)**

The implementation part of any plan determines the success or failure of the planning effort. Therefore, it is vital that the goals, objectives, and strategies that are identified are concise, attainable, and will serve as a guide for land use development for current and future City officials and staff. Each chapter of the comprehensive plan will identify objectives and strategies specific to that chapter's content and goals. Objectives and strategies will be assigned a priority, as well as an estimated completion timeframe.

**Consultant Staff**

MIPA will provide key staff people to complete the services, at the discretion of MIPA's Executive Director, hereinafter referred to as the "Director". The City recognizes that all employees are valued members of MIPA and may contribute to this Project at any given time.

**Schedule of Services and Term**

Services are be provided on the following schedule:

**November 2025 – July 2026** – Public Input Process (*Concurrent with Plan Development*)

- Kickoff meeting to be held within the City – **November**
- Attend public events to gather input– **December– February** (depending on the event)
- Disseminate community survey – **January – April 2026**
- Hold small group discussion meetings and incorporate feedback into the comprehensive plan – **April 2026 – July**

**January 2026 – July 2026** – Plan Development (*Concurrent with Public Input Process*)

- Begin initial data collection and gathering of other relevant planning efforts – **January 2026 – June**
- Synthesize data and perform analysis on plan topics – **April 2026 – August**
- Develop plan chapters and incorporate the results of the public input process – **June - July**

**August 2026** – City Review

- Internal review by City staff and Planning and Zoning Commission - **November**

**September 2026** – Plan Public Comment and Review

- Plan made available to the public for review and comment

**October - December 2026** – City of Maxwell Planning and Zoning Commission and City Council Review and Approval

- Review and approval by the City of Maxwell Planning and Zoning Commission – **October - November**
- Review and approval by the City Council – **December**

**Payment for Services**

The City agrees to pay MIPA within 60 days of the billing date. Invoices will be submitted by MIPA to the City monthly and shall include a narrative progress description of work completed and an estimated percentage of the project that has been completed.



Mid-Iowa Planning Alliance for Community Development  
939 Office Park Road, Suite 306  
West Des Moines, IA 50265 · 515-304-3524  
[www.Midiowaplanning.org](http://www.Midiowaplanning.org)

If invoices remain unpaid 90 days after billing MIPA may upon five (5) days written notice to the City suspend performance of services under this Agreement. MIPA shall have no liability whatsoever to the City for any costs or damages resulting from such suspension. The City shall pay all costs of collection.

**Payment for Extra Services**

Services outside of the scope of this understanding will be paid by the City only upon certification that the claimed Extra Services were authorized in writing in advance by the City, that the price and expenses were agreed upon by the City, and that the Extra Services were satisfactorily completed.

**Ownership of Data**

After completion of the project or after termination of this agreement, MIPA will deliver to the City a complete set of planning records, including without limitation all documents generated by MIPA and copies of all documents exchanged with or copied to or from all other planning participants. All records will be the property of the City, whether or not those records were in MIPA's possession. All such documents and records will be deemed Public Records under Iowa Code Chapter 22. The City is deemed the custodian thereof and MIPA will cooperate with the City to make timely responses to requests for information.

**Termination**

If any party should desire to suspend or terminate the services of this Agreement, such suspension or termination may be accomplished by the giving of sixty days written notice to the other party. Payment shall be made to MIPA for services rendered by MIPA to the date of termination, plus expenses directly attributable to such termination which could not reasonably have been avoided and for which MIPA is not otherwise compensated, subject to any off-setting claims for the breach of this Agreement.

**Indemnity**

To the furthest extent permitted by law, the City shall defend, indemnify, and hold free and harmless the MIPA, its agents, representative, officers, consultants, employees, trustees, and volunteers from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including personal injury and/or death, directly or indirectly arising out of, connected with, or resulting from the performance of the Services of this Agreement unless a Claim is caused by the sole negligence or sole willful misconduct of the indemnified parties.

**Mid-Iowa Planning Alliance**

**City of Maxwell**

Signed: \_\_\_\_\_  
By: Andrew Collings  
Title: Executive Director

Signed: \_\_\_\_\_  
By: Dale Higgins  
Title: Mayor

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108 Metcalf reported a dead city-owned tree located on city-owned property at 116 Metcalf, directly north of her residence. Several branches from the dead tree currently extend over their roof.



The resident has offered to assist with the removal of the remaining tree contingent upon the city first trimming the limbs that hang over her roof. They requested permission to retain the wood from the tree for use as firewood.





Committees

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From Bryce Hubert <hubert.tbd@gmail.com>

Date Tue 9/23/2025 6:31 PM

To cityclerk@maxwell.iowa.gov <cityclerk@maxwell.iowa.gov>

Good evening, *Verbally confirmed preference of P+Z due to schedule. (w)*


I'm interested in either the Parks and Open Spaces ~~or~~ planning and zoning commission seat.

While no experience is required, I bring years of landscaping, sports field construction, environmental and erosion control, and SWPPP experience.

I also teach and coach in a neighboring district, which strengthens my community engagement skills. I'd appreciate the opportunity to contribute to our town on a bigger scale.

Thank you for your consideration.

Best,  
Bryce Hubert  
712-212-4795  
[Hubert.tbd@gmail.com](mailto:Hubert.tbd@gmail.com)

 Outlook

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(No subject)

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From Derek Carter <derekburtc@gmail.com>

Date Tue 10/7/2025 2:16 PM

To cityofmaxwell@hotmail.com <cityofmaxwell@hotmail.com>

Hello. I stopped in to ask about the seat on the Parks and Open Spaces board. I've lived in town for about 4 years. I saw the sign in front of City Hall and thought it was something in my interests.

Thank you,  
Derek

66

13. Discussion and consideration of Planning & Zoning Commission's recommendation regarding the proposed urban renewal plan amendment.

The Planning & Zoning Commission is scheduled to meet after the council packet has been printed. An update will be provided following their meeting.

14. Deputy Schroeder stopped by city hall and noted a discrepancy in the speed limit signage on the north side of Maxwell. The posted speed entering town differs from the speed exiting town at the same location, across the road from each other.

The north side shows 45 coming into Maxwell and 55 leaving Maxwell.



15.

**69.08 NO PARKING ZONES.** No one shall stop, stand or park a vehicle in any of the following specifically designated no parking zones except when necessary to avoid conflict with other traffic or in compliance with the direction of a peace officer or traffic control signal.

*(Code of Iowa, Sec. 321.236[1])*

1. 7th (Seventh) Street, on the north side, from Metcalf Street east to the end of the block.



Justin Yarosevich mentioned the city may consider formally designating that portion of the street as a no parking zone to ensure adequate space for emergency vehicles to turn around.

69

16. Discussion and possible approval of request to Iowa Economic Development Authority to adjust the low-to-moderate income relief percentage.

No materials were received prior to packet printing.

17. Discussion and possible approval of term appointments for the Planning & Zoning Commission and Board of Adjustment.

The Planning & Zoning Commission is scheduled to meet after the council packet has been printed. An update will be provided following their meeting.

18. Discussion and possible action on the Public Safety Committee recommendations regarding security cameras for city hall and the library.

No materials were received prior to packet printing.



## 20. Department Head Reports

No materials were received prior to packet printing for:

Engineer

Parks & Open Spaces Board

Oct Fire Report

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From Anthony Ness <tnyness@gmail.com>

Date Tue 10/7/2025 4:51 PM

To Maxwell City Clerk, (Wendy Crabtree) <cityclerk@maxwell.iowa.gov>

# of calls 4 with 30 people

injuries or accidents - none

special events - Oct 25th pancake breakfast at fire station, money to help buy candy for santa

anything the city needs to do - no

74A

Fire meeting notes

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From LanceSusanBrett Livesay <livesaysl@yahoo.com>

Date Mon 9/15/2025 7:42 PM

To Cityof Maxwell <cityofmaxwell@hotmail.com>; Tony Ness <tnyness@gmail.com>

Fire Meeting September 15, 2025

Members present; Susie L, Derek R, Wyatt L, Jared H, Tom H, Kenik P, Jerry H, Tony N, Shawn Z

Visitors present: Joel W

Meeting called to order 7:04 pm

Citizen's forum

Reading of last month's minutes. Motion to approve Tom, seconded Derek

Old Business – none

Call Critique – 9-3: 508 Metcalf, tree on power line, 8 people

9-5: 620th Ave and 340th St, controlled burn, 4 people

9-10: 70518 S Main St Collins, garage fire 9 people

Chief's News – If you have not filled out your W4 forms, please get it done and turned in ASAP.

Received paperwork to fill out DNR grant paperwork.

Fire 1 class is starting up in March 2026, get with Tony if you're interested.

Oct 4th there is an organization taking unclaimed Veteran remains and have a service for them. They would like stations to be on the overpasses/bridges for his final salute. If you are able to take a rig, let Tony know.

Next training date October 5th

Next fire meeting October 20th at 7pm

New Business – Upcoming Breakfast on the October 25th.

Committee reports none.

Motion to adjourn 7:31pm Jerry, seconded Wyatt



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## EMS meeting minutes

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From LanceSusanBrett Livesay <livesaysl@yahoo.com>

Date Mon 9/15/2025 6:38 PM

To Cityof Maxwell <cityofmaxwell@hotmail.com>; Scott Johnson <maxwellems1163@gmail.com>

EMS Meeting September 15, 2025

Attendance- Tony N, Kenik P, Joel W, Scott J, Derek R, Wyatt L, Susie L, Jerry H

Visitors- Joel W, Shawn Z

Meeting called to order at 6:03 pm

Reading of previous months meeting minutes. Motion to approve Joel, seconded by Derek

We received our Stop the Bleed kit, and we will all have training scheduled. Fire will be trained also.

First football game went well. Please remember to check the schedule if you signed up for when you work next.

Motion to adjourn Wyatt, seconded by Derek. 6:22 pm

# EMS

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Date: 10-6-25

For Calls From: 9-01-25

To: 9-30-25

Total EMS page outs for Maxwell: 6

Pages Maxwell responded to: 6

Avg Certified EMS Personnel Per Call: 1-4

Fireperson's to Assist: 1-2

City of Maxwell: 3

Indian Township: 2

Washington Township: 1

EMS Monthly Meeting/Training Attendance: yes

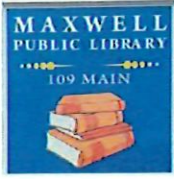
Monthly Truck Check Complete? Yes If no, why not?

Monthly CQI Completed? Completed by SCMC

Vehicle Maintenance Needing Done? None

Anything needed from the City Council? No

Notes: Putting together a protocol and procedure for a Autovent 3000.



# Library Board Report

October 2025 (reporting for prior month)

## ATTENDANCE OF LAST MEETING OF BOARD OF TRUSTEES:

Anna Baldwin	Director
Shawna Shivers	President
Amanda Sharp	Vice President
Jill Leonard	Secretary
Michele Hand	

### BOOKS:

Total- 180

### MOVIES:

Total- 44

### ATTENDANCE:

Total - 245  
Children- 98    Adults-147

### BRIDGES:

Total Out- 181  
On hold-129

Computers-Adult- 19  
Child - 36

**\*\* new for library annual survey purpose**  
Printables - 65    Hot Spots-13  
Open hours- 83/89

## CURRENT EVENTS

- Monday activities beginning Oct 6<sup>th</sup>
- Annual Halloween party Oct 25<sup>th</sup>
- Beggar's night (hot cocoa/candy) Oct 30<sup>th</sup> 6-8pm
- General survey for State due Oct 31<sup>st</sup>
- Seeking Fill in help for Saturdays/staff coverage (con't)
- Repairs for building to start soon (won't affect open hours)

## UP COMING EVENTS

- Fall/winter activity planning
- Annual Holiday party w/fire dept. Dec 20<sup>th</sup>
- Weeding books
- Continued policy reviews

Maxwell Public Library Agenda  
Board of Trustees  
Thursday September 25, 2025  
6:00 PM @ Maxwell Public Library

Meeting of the Maxwell Public Library Board of Trustees was called to order at 6:01 pm on Thursday, September 25, 2025, in person at the library. Board members in attendance were Michele, Amanda, Shawna & Library Director, Anna.

1. Call to order
2. Roll call
3. Approval of agenda- 1st Amanda 2nd Michele
4. Consent items
  - a. Approval of August 2025 minutes-1st Amanda 2nd Michele
  - b. Approval of August 2025 bills -1st Amanda 2nd Michele
5. Reports
  - a. Director's Report
    - i. was reviewed
  - b. Friends Board
    - i. will be paying for Halloween supplies
  - c. Grants
    - i. none to report
6. Business
  - a. Vote and/or discuss policy
    - i. Which policies can be consolidated
    - ii. Gift & form
    - iii. Unattended child
    - iv. Conduct
    - v. Confidentiality
    - vi. Reconsideration of library materials & form
    - vii. Collection development
    - viii. Fax
      1. These 8 policies were reviewed and signed.
    - ix. Hours
      1. Was edited to reflect new hours, then signed.
  - b. Vote and/or discuss Board Training
    - i. Chapter 2 of Iowa Library Trustee Handbook
      1. The board read on its own for 15 minutes and discussed it for 10 minutes.



- c. Vote and/or discuss board email
    - i. Shawna read email from MaryAnn clarifying some information about board emails- a copy of this email can be found in the board Google Drive
    - ii. Shawna will create a shared board email account so that all docs in the drive are "owned" by the board instead of an individual
  - d. Vote and/or discuss budget
    - i. A document dated September 10, informed us that the city moved \$5000 from the library trust to the city general fund.
    - ii. Time was spent reviewing emails and budget paperwork.
    - iii. Requests for explanation are being made.
7. Open Forum- Next meeting will be October 16 at 6pm
8. Adjourn -7:53pm 1st Amanda 2nd Michele

## Oct public works

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From Anthony Ness <tnyness@gmail.com>

Date Tue 10/7/2025 4:57 PM

To Maxwell City Clerk, (Wendy Crabtree) <cityclerk@maxwell.iowa.gov>

### Streets

-they have been done

### Water

-pumped 2,113,240 gallons

-sold 1,255,345 gallons

-backwash 111,720 gallons

-hydrants have been flushed

- going to have CIT jet the drain line for the water plant, water is backing up into the plant while backwashing

### Sewer

-pumped 4,594,000

- CIT will be coming to do our yearly cleaning and inspecting

- will have CIT clean the lift station while they are here

- CIT will be jetting and locating the storm line for Northeast section of town

80.5

## October Clerk's Report

- I'll be out of the office October 15–17 to attend the IMFOA Conference in Des Moines.
- The franchise fee agreement has been drafted by our attorney and sent to Windstream and HuxCom for review by their attorneys.
- T-Mobile purchased US Cellular's lease on the water tower back in May and is now requesting to replace the existing equipment. I had an initial call with them on 10/6, and more details are forthcoming.
- The codification project is underway, and first chapters were distributed to council for discussion at next month's council meeting.
- I am currently working on the annual Street Finance Report.
- Also preparing the annual Financial Report.

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**BUDGET REPORT**  
**CALENDAR 10/2025, FISCAL 4/2026**

PCT OF FISCAL YTD 33.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	60,285.00	.00	15,071.16	25.00	45,213.84
	FIRE TOTAL	65,380.00	219.04	10,470.49	16.01	54,909.51
	AMBULANCE TOTAL	33,410.00	140.17	5,839.16	17.48	27,570.84
	BUILDING INSPECTIONS TOTAL	3,800.00	150.00	1,111.05	29.24	2,688.95
	ANIMAL CONTROL TOTAL	400.00	.00	.00	.00	400.00
	<b>PUBLIC SAFETY TOTAL</b>	<b>163,275.00</b>	<b>509.21</b>	<b>32,491.86</b>	<b>19.90</b>	<b>130,783.14</b>
	ROADS, BRIDGES, SIDEWALKS TOTA	92,180.00	50,959.17	81,548.79	88.47	10,631.21
	STREET LIGHTING TOTAL	29,200.00	.00	7,286.98	24.96	21,913.02
	SNOW REMOVAL TOTAL	1,740.00	.00	.00	.00	1,740.00
	GARBAGE TOTAL	92,700.00	.00	19,042.83	20.54	73,657.17
	STORM WATER TOTAL	.00	.00	112.50	.00	112.50-
	<b>PUBLIC WORKS TOTAL</b>	<b>215,820.00</b>	<b>50,959.17</b>	<b>107,991.10</b>	<b>50.04</b>	<b>107,828.90</b>
	WATER,AIR,MOSQUITO CONTRO TOTA	200.00	.00	786.25	393.13	586.25-
	<b>HEALTH &amp; SOCIAL SERVICES TOTA</b>	<b>200.00</b>	<b>.00</b>	<b>786.25</b>	<b>393.13</b>	<b>586.25-</b>
	LIBRARY TOTAL	42,510.00	1,993.61	9,949.16	23.40	32,560.84
	PARKS TOTAL	68,490.00	2,292.82	57,320.02	83.69	11,169.98
	TREES TOTAL	5,000.00	.00	.00	.00	5,000.00
	CEMETERY TOTAL	8,400.00	382.01	5,394.73	64.22	3,005.27
	<b>CULTURE &amp; RECREATION TOTAL</b>	<b>124,400.00</b>	<b>4,668.44</b>	<b>72,663.91</b>	<b>58.41</b>	<b>51,736.09</b>
	ECONOMIC DEVELOPMENT TOTAL	17,000.00	.00	5,430.00	31.94	11,570.00
	<b>COMMUNITY &amp; ECONOMIC DEV TOTA</b>	<b>17,000.00</b>	<b>.00</b>	<b>5,430.00</b>	<b>31.94</b>	<b>11,570.00</b>
	MAYOR/COUNCIL/CITY MGR TOTAL	9,730.00	.00	99.12	1.02	9,630.88
	CLERK/TREASURER/ADM TOTAL	78,700.00	2,706.90	35,946.90	45.68	42,753.10
	ELECTIONS TOTAL	700.00	.00	.00	.00	700.00
	LEGAL SERVICES/ATTORNEY TOTAL	47,800.00	3,150.00	14,665.40	30.68	33,134.60
	CITY HALL/GENERAL BLDGS TOTAL	32,150.00	174.17	5,910.82	18.39	26,239.18
	TORT LIABILITY TOTAL	34,310.00	.00	7,908.00	23.05	26,402.00
	<b>GENERAL GOVERNMENT TOTAL</b>	<b>203,390.00</b>	<b>6,031.07</b>	<b>64,530.24</b>	<b>31.73</b>	<b>138,859.76</b>
	SEWER/SEWAGE DISPOSAL TOTAL	95,580.00	.00	.00	.00	95,580.00
	<b>DEBT SERVICE TOTAL</b>	<b>95,580.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>95,580.00</b>

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**BUDGET REPORT**  
**CALENDAR 10/2025, FISCAL 4/2026**

PCT OF FISCAL YTD 33.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	ROADS, BRIDGES, SIDEWALKS TOTA	50,000.00	1,986.25	22,507.80	45.02	27,492.20
	SEWER/SEWAGE DISPOSAL TOTAL	50,000.00	.00	.00	.00	50,000.00
	CAPITAL PROJECTS TOTAL	100,000.00	1,986.25	22,507.80	22.51	77,492.20
	WATER TOTAL	200,740.00	4,925.30	35,984.70	17.93	164,755.30
	SEWER/SEWAGE DISPOSAL TOTAL	372,930.00	2,501.42	71,810.75	19.26	301,119.25
	ENTERPRISE FUNDS TOTAL	573,670.00	7,426.72	107,795.45	18.79	465,874.55
	TRANSFERS IN/OUT TOTAL	442,310.00	.00	356,439.00	80.59	85,871.00
	TRANSFER OUT TOTAL	442,310.00	.00	356,439.00	80.59	85,871.00
	TOTAL EXPENSES BY FUNCTION	1,935,645.00	71,580.86	770,635.61	39.81	1,165,009.39

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**BUDGET REPORT**  
**CALENDAR 10/2025, FISCAL 4/2026**

PCT OF FISCAL YTD 33.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	GENERAL TOTAL	618,475.00	10,397.46	234,443.26	37.91	384,031.74
	LIBRARY TRUST TOTAL	.00	.00	5,000.00	.00	5,000.00-
	WASHINGTON TWSHP TRUST TOTAL	27,210.00	.00	22,209.00	81.62	5,001.00
	ROAD USE TAX TOTAL	118,560.00	50,876.14	58,655.45	49.47	59,904.55
	EMPLOYEE BENEFITS TOTAL	25,130.00	894.29	68,414.65	272.24	43,284.65-
	UTILITY FRANCHISE TOTAL	25,000.00	.00	.00	.00	25,000.00
	LOCAL OPTION SALES TAX TOTAL	184,700.00	.00	205,140.00	111.07	20,440.00-
	DEBT SERVICE TOTAL	95,580.00	.00	.00	.00	95,580.00
	BALDWIN ST PROJECT TOTAL	.00	1,586.25	21,807.80	.00	21,807.80-
	REMOVAL OF TREES TOTAL	25,000.00	400.00	700.00	2.80	24,300.00
	SEWER TAP REPAIR TOTAL	50,000.00	.00	.00	.00	50,000.00
	SIDEWALK REPLACEMENT TOTAL	25,000.00	.00	.00	.00	25,000.00
	WATER TOTAL	202,540.00	4,925.30	35,984.70	17.77	166,555.30
	SEWER TOTAL	374,730.00	2,501.42	118,280.75	31.56	256,449.25
	SEWER LOANS TOTAL	163,720.00	.00	.00	.00	163,720.00
	TOTAL EXPENSES BY FUND	=====	=====	=====	=====	=====
		1,935,645.00	71,580.86	770,635.61	39.81	1,165,009.39
		=====	=====	=====	=====	=====

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**BUDGET REPORT**  
**CALENDAR 10/2025, FISCAL 4/2026**

**PCT OF FISCAL YTD 33.3%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	60,285.00	.00	15,071.16	25.00	45,213.84
	FIRE TOTAL	65,380.00	219.04	10,470.49	16.01	54,909.51
	AMBULANCE TOTAL	33,410.00	140.17	5,839.16	17.48	27,570.84
	BUILDING INSPECTIONS TOTAL	3,800.00	150.00	1,111.05	29.24	2,688.95
	ANIMAL CONTROL TOTAL	400.00	.00	.00	.00	400.00
	<b>PUBLIC SAFETY TOTAL</b>	<b>163,275.00</b>	<b>509.21</b>	<b>32,491.86</b>	<b>19.90</b>	<b>130,783.14</b>
	ROADS, BRIDGES, SIDEWALKS TOTA	92,180.00	50,959.17	81,548.79	88.47	10,631.21
	STREET LIGHTING TOTAL	29,200.00	.00	7,286.98	24.96	21,913.02
	SNOW REMOVAL TOTAL	1,740.00	.00	.00	.00	1,740.00
	GARBAGE TOTAL	92,700.00	.00	19,042.83	20.54	73,657.17
	STORM WATER TOTAL	.00	.00	112.50	.00	112.50-
	<b>PUBLIC WORKS TOTAL</b>	<b>215,820.00</b>	<b>50,959.17</b>	<b>107,991.10</b>	<b>50.04</b>	<b>107,828.90</b>
	WATER,AIR,MOSQUITO CONTRO TOTA	200.00	.00	786.25	393.13	586.25-
	<b>HEALTH &amp; SOCIAL SERVICES TOTA</b>	<b>200.00</b>	<b>.00</b>	<b>786.25</b>	<b>393.13</b>	<b>586.25-</b>
	LIBRARY TOTAL	42,510.00	1,993.61	9,949.16	23.40	32,560.84
	PARKS TOTAL	68,490.00	2,292.82	57,320.02	83.69	11,169.98
	TREES TOTAL	5,000.00	.00	.00	.00	5,000.00
	CEMETERY TOTAL	8,400.00	382.01	5,394.73	64.22	3,005.27
	<b>CULTURE &amp; RECREATION TOTAL</b>	<b>124,400.00</b>	<b>4,668.44</b>	<b>72,663.91</b>	<b>58.41</b>	<b>51,736.09</b>
	ECONOMIC DEVELOPMENT TOTAL	17,000.00	.00	5,430.00	31.94	11,570.00
	<b>COMMUNITY &amp; ECONOMIC DEV TOTA</b>	<b>17,000.00</b>	<b>.00</b>	<b>5,430.00</b>	<b>31.94</b>	<b>11,570.00</b>
	MAYOR/COUNCIL/CITY MGR TOTAL	9,730.00	.00	99.12	1.02	9,630.88
	CLERK/TREASURER/ADM TOTAL	78,700.00	2,706.90	35,946.90	45.68	42,753.10
	ELECTIONS TOTAL	700.00	.00	.00	.00	700.00
	LEGAL SERVICES/ATTORNEY TOTAL	47,800.00	3,150.00	14,665.40	30.68	33,134.60
	CITY HALL/GENERAL BLDGS TOTAL	32,150.00	174.17	5,910.82	18.39	26,239.18
	TORT LIABILITY TOTAL	34,310.00	.00	7,908.00	23.05	26,402.00
	<b>GENERAL GOVERNMENT TOTAL</b>	<b>203,390.00</b>	<b>6,031.07</b>	<b>64,530.24</b>	<b>31.73</b>	<b>138,859.76</b>
	SEWER/SEWAGE DISPOSAL TOTAL	95,580.00	.00	.00	.00	95,580.00
	<b>DEBT SERVICE TOTAL</b>	<b>95,580.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>95,580.00</b>

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**BUDGET REPORT**  
**CALENDAR 10/2025, FISCAL 4/2026**

PCT OF FISCAL YTD 33.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	ROADS, BRIDGES, SIDEWALKS TOTA	50,000.00	1,986.25	22,507.80	45.02	27,492.20
	SEWER/SEWAGE DISPOSAL TOTAL	50,000.00	.00	.00	.00	50,000.00
	CAPITAL PROJECTS TOTAL	100,000.00	1,986.25	22,507.80	22.51	77,492.20
	WATER TOTAL	200,740.00	4,925.30	35,984.70	17.93	164,755.30
	SEWER/SEWAGE DISPOSAL TOTAL	372,930.00	2,501.42	71,810.75	19.26	301,119.25
	ENTERPRISE FUNDS TOTAL	573,670.00	7,426.72	107,795.45	18.79	465,874.55
	TRANSFERS IN/OUT TOTAL	442,310.00	.00	356,439.00	80.59	85,871.00
	TRANSFER OUT TOTAL	442,310.00	.00	356,439.00	80.59	85,871.00
	TOTAL EXPENSES BY FUNCTION	1,935,645.00	71,580.86	770,635.61	39.81	1,165,009.39

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**REVENUE REPORT**  
**CALENDAR 10/2025, FISCAL 4/2026**

PCT OF FISCAL YTD 33.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECD	UNCOLLECTED
200-815-4000	PROPERTY TAXES-WWTP	94,495.00		9,824.22	10.40	84,670.78
001-950-4000	PROPERTY TAXES	259,808.00		26,941.96	10.37	232,866.04
112-950-4000	PROPERTY TAXES	22,927.00		2,342.66	10.22	20,584.34
001-950-4003	AG LAND TAXES	628.00		213.12	33.94	414.88
001-950-4013	LIABILITY & PROP INSUR LEVY	40,346.00		4,159.14	10.31	36,186.86
		*****	*****	*****	*****	*****
	PROPERTY TAXES TOTAL	418,204.00	.00	43,481.10	10.40	374,722.90
		*****	*****	*****	*****	*****
200-815-4060	UTILITY-WWTP	1,085.00				1,085.00
001-950-4060	UTILITY	3,449.00				3,449.00
112-950-4060	UTILITY	263.00				263.00
120-950-4065	UTILITY FRANCHISE TAX	25,000.00		4,661.07	18.64	20,338.93
121-950-4090	LOCAL OPTION REVENUE	169,400.00		25,351.76	14.97	144,048.24
		*****	*****	*****	*****	*****
	OTHER CITY TAXES TOTAL	199,197.00	.00	30,012.83	15.07	169,184.17
		*****	*****	*****	*****	*****
001-170-4120	BUILDING PERMITS	3,600.00		525.00	14.58	3,075.00
001-950-4100	ALCOHOL & BEER PERMITS	800.00		56.24	7.03	743.76
001-950-4105	CIGARETTE PERMITS	70.00		75.00	107.14	5.00-
		*****	*****	*****	*****	*****
	LICENSES & PERMITS TOTAL	4,470.00	.00	656.24	14.68	3,813.76
		*****	*****	*****	*****	*****
001-430-4310	SHELTER RENT	1,000.00	840.00	3,119.50	311.95	2,119.50-
600-810-4311	WIRELESS COMM RENT	10,930.00	1,102.63	4,055.76	37.11	6,874.24
001-950-4300	INTEREST	15,000.00		2,394.15	15.96	12,605.85
		*****	*****	*****	*****	*****
	USE OF MONEY & PROPERTY TOTAL	26,930.00	1,942.63	9,569.41	35.53	17,360.59
		*****	*****	*****	*****	*****
001-150-4475	TOWNSHIP CONTRIBUTIONS - FIRE	24,510.00		18,491.26	75.44	6,018.74
001-160-4475	TOWNSHIP CONTRIBUTIONS -EHS	11,060.00		15,085.48	136.40	4,025.48-
301-210-4400	FEDERAL GRANTS			25,795.00		25,795.00-
110-210-4430	ROAD USE REVENUE	120,700.00		19,207.59	15.91	101,492.41
001-410-4440	STATE GRANTS - LIBRARY	1,700.00				1,700.00
001-410-4465	COUNTY LIB CONTRIBUTIONS	17,000.00				17,000.00
001-450-4475	TOWNSHIP - CEMETERY			752.87		752.87-
001-520-4465	COUNTY CONTRIBUTIONS	7,000.00				7,000.00
016-950-4475	TOWNSHIP CONTRIBUTIONS	43,000.00				43,000.00
		*****	*****	*****	*****	*****
	INTERGOVERNMENTAL TOTAL	224,970.00	.00	79,332.20	35.26	145,637.80
		*****	*****	*****	*****	*****
001-290-4500	SALES - GARBAGE	95,760.00	1,568.51	24,172.26	25.24	71,587.74

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**REVENUE REPORT**  
**CALENDAR 10/2025, FISCAL 4/2026**

PCT OF FISCAL YTD 33.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECD	UNCOLLECTED
001-290-4501	YARD WASTE BAGE FEES	50.00	10.00	29.50	59.00	20.50
001-290-4530	PENALTIES - GARBAGE	100.00				100.00
001-290-4560	SALES TAX REVENUE - GARBAGE	60.00	1.40	14.00	23.33	46.00
001-450-4500	SALES - CEMETERY	1,000.00				1,000.00
001-450-4501	GRAVE OPENINGS	150.00				150.00
600-810-4500	SALES - WATER	174,501.00	3,374.03	48,793.49	27.96	125,707.51
600-810-4530	PENALTIES - WATER	7,750.00	40.00	2,369.71	30.58	5,380.29
600-810-4550	MISC CHARGES - WATER	1,000.00		85.00	8.50	915.00
600-810-4561	WATER EXCISE TAX	12,020.00	200.21	2,750.80	22.89	9,269.20
610-815-4500	SALES - SEWER	374,810.00	7,942.32	102,250.20	27.28	272,559.80
610-815-4530	PENALTIES - SEWER	730.00		341.15	46.73	388.85
610-815-4560	SALES TAX REVENUE - SEWER	2,260.00	55.98	370.23	16.38	1,889.77
001-950-4550	MISC CHARGES - GENERAL			50.00		50.00-
		*****	*****	*****	*****	*****
	CHARGES FOR FEES & SERVIC TOTA	670,191.00	13,192.45	181,226.34	27.04	488,964.66
		*****	*****	*****	*****	*****
001-410-4705	LIBRARY PRIVATE DONATION	1,000.00		292.00	29.20	708.00
001-430-4705	PARK DONATIONS	200.00	1,500.00	1,500.00	750.00	1,300.00-
600-810-4730	DEPOSIT REVENUE	1,050.00		600.00	57.14	450.00
001-950-4700	MISC REVENUE	200.00	50.20	324.88	162.44	124.88-
		*****	*****	*****	*****	*****
	MISCELLANEOUS TOTAL	2,450.00	1,550.20	2,716.88	110.89	266.88-
		*****	*****	*****	*****	*****
001-910-4830	TRANSFER IN	136,910.00		176,969.00	129.26	40,059.00-
003-910-4830	TRANSFER IN	7,200.00				7,200.00
016-910-4830	TRANSFER IN	1,500.00		50,000.00	3,333.33	48,500.00-
019-910-4830	TRANSFER IN	8,000.00		8,000.00	100.00	
301-910-4830	TRANSFER IN	24,980.00				24,980.00
305-910-4830	TRANSFER IN	25,000.00		25,000.00	100.00	
306-910-4830	TRANSFER IN	50,000.00		50,000.00	100.00	
307-910-4830	TRANSFER IN	25,000.00				25,000.00
625-910-4830	TRANSFER IN	163,720.00		46,470.00	28.38	117,250.00
		*****	*****	*****	*****	*****
	TRANSFERS IN TOTAL	442,310.00	.00	356,439.00	80.59	85,871.00
		*****	*****	*****	*****	*****
	REVENUE SOURCE TOTAL	1,988,722.00	16,685.28	703,434.00	35.37	1,285,288.00

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